



MILIPOL PARIS 2015

Paris Nord Villepinte
17th- 20th november 2015

Exhibitor's Guide



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comeXposium
The place to be



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MILIPOL PARIS 2015 Contacts

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Useful contacts

HOT LINE MILIPOL PARIS 2015

+33 (0)1 40 68 23 00

From Monday to Friday (9.00 am to 6.00 pm)

Accommodations	B-NETWORK	Stéphane FILONE Tel +33 (0)4 93 68 76 00 E-mail : stephane.filone@b-network.com Laura PACCHIONI – Tel : +33 (0)1 48 01 47 47 Email : laura.pacchioni@b-network.com
Architectural control office	DECO PLUS	1, rue Paul Delaroche 75116 Paris - France Tel: +33 (0)1 47 63 94 84 Fax: +33 (0)1 43 80 59 63 Contact: Wilfrid TOUGARD E-mail: w.decoplus@free.fr
Electrical cabling, stage lighting, lighting kits and assembly assistance	VERSANT EVENEMENTS	Didier BEAUFRETON Tel: + 33 (0)6 23 03 30 73 E-mail: comex@alpinistes.com
Fire Safety Representative	CABINET WATTEAU	41, rue Lazare Carnot 77340 Pontault-Combault - France Tel: +33 (0)6 85 94 49 57 - Fax: +33 (0)1 70 10 40 11 Contact: Philippe WATTEAU E-mail: philippewatteau@numericable.fr
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0,06 €/mn) From others countries: +33 1 72 40 78 50 Website: www.douane.gouv.fr
Labour Inspection	DIRRECTE	Inspection du Travail – Section 14 Monsieur Mohamed CHEKROUNI 1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX Tel: +33 (0)1 41 60 53 24 – Fax : +33 (0)1 41 60 22 97
Copyright	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 St Gratien – France Tel: +33 (0)1 76 76 74 80 Website: www.sacem.fr
HSP Coordinator	DOT	81 rue de Paris 92100 Boulogne-Billancourt - France Tel: +33 (0)1 46 05 17 85 E-mail: sps@d-o-t.fr
VAT refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 Paris – France Tel: +33 (0)1 42 24 96 96 - Fax: +33 (0)1 42 24 89 23 Contact: Madame Antonella POLI E-mail: mail@tevea.fr Website: www.tevea-international.com
Fitted stand	CREATIFS	ZI du Coudray 24/28 Avenue Albert Einstein 93154 Le Blanc Mesnil Cedex Tel: + 33 (0)1 45 91 41 40 - Fax: + 33 (0)1 45 91 41 50
Catering on stand	VIPARIS	Myriam MOTTIN Tel: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Customized stand	PROREP STUDIO	ZI du Coudray 24/28 Avenue Albert Einstein 93154 Le Blanc Mesnil Cedex Tél: +33(0)1 45 91 41 45 Fax: +33(0)1 45 91 41 50 E-mail: standcomexposium@creatifs-studio.fr



Access conditions - Assembly Opening - Dismantling



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Conditions of access

Exhibitors schedule of hours

HINTS: Please give the right address to yours transporters and delivery-man:
Parc des Expositions de Paris Nord Villepinte – Salons MILIPOL PARIS 2015
Hall n° Stand n° (letter + figure)
ZAC de Paris Nord II – C.D.40 – 93420 VILLEPINTE - France

Parc des Expositions de Paris Nord Villepinte Access

By RER – Which line should you take?



From Paris:

RER line B, going to Roissy. 19minutes from Gare du Nord station or 22 minutes from Châtelet station.

From Roissy-Charles de Gaulle Airport:

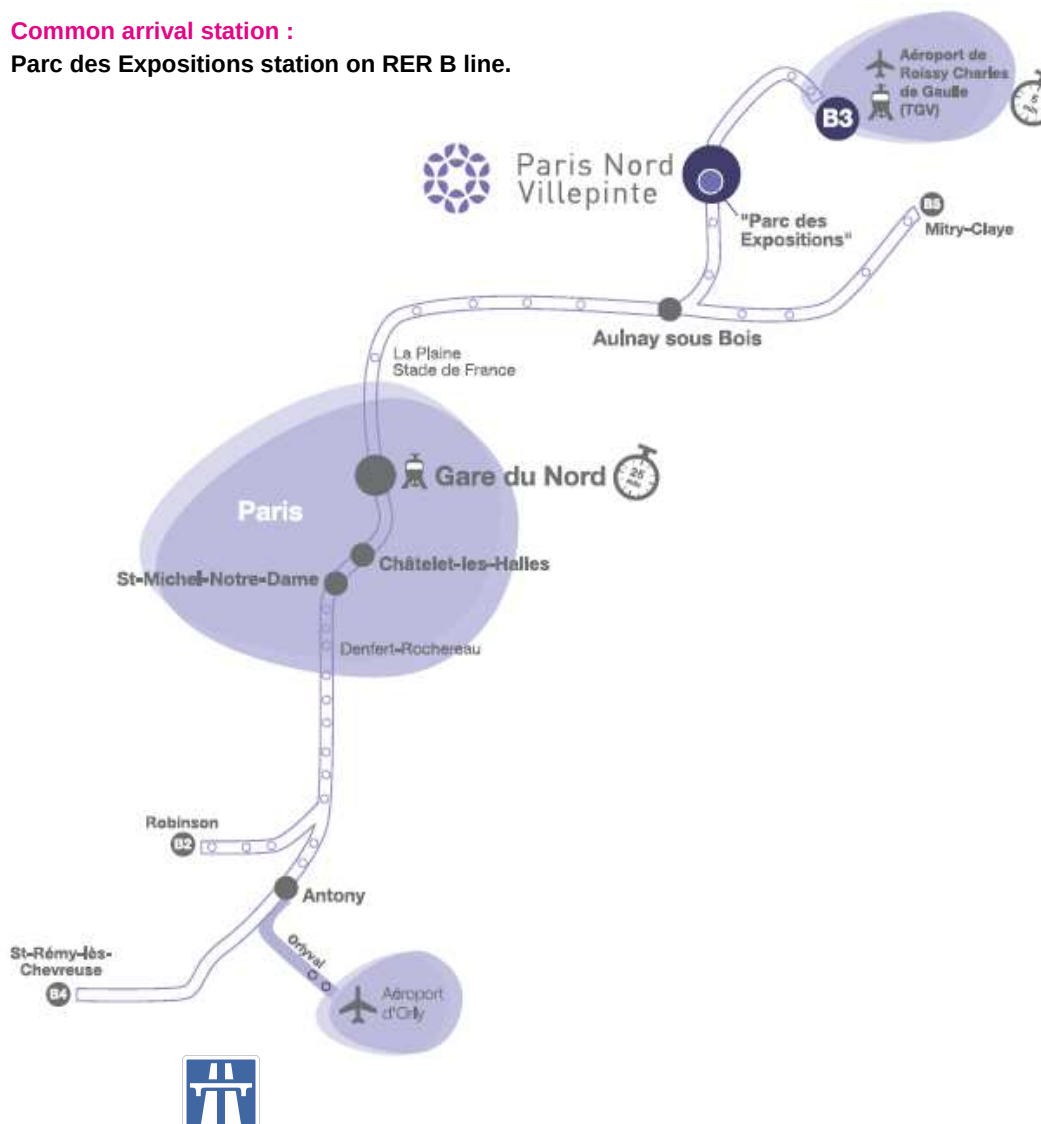
RER line B, going to Robinson - Saint Rémy les Chevreuse. Get off the train at the first station **Parc des Expositions**.

From Orly Airport:

Take Orly-Val and get off to Antony station, then RER B going to Roissy-Charles de Gaulle 2 - TGV, and get off at the **Parc des expositions** station.

Common arrival station :

Parc des Expositions station on RER B line.



Conditions of access – Exhibitor times (cont.)

By Road

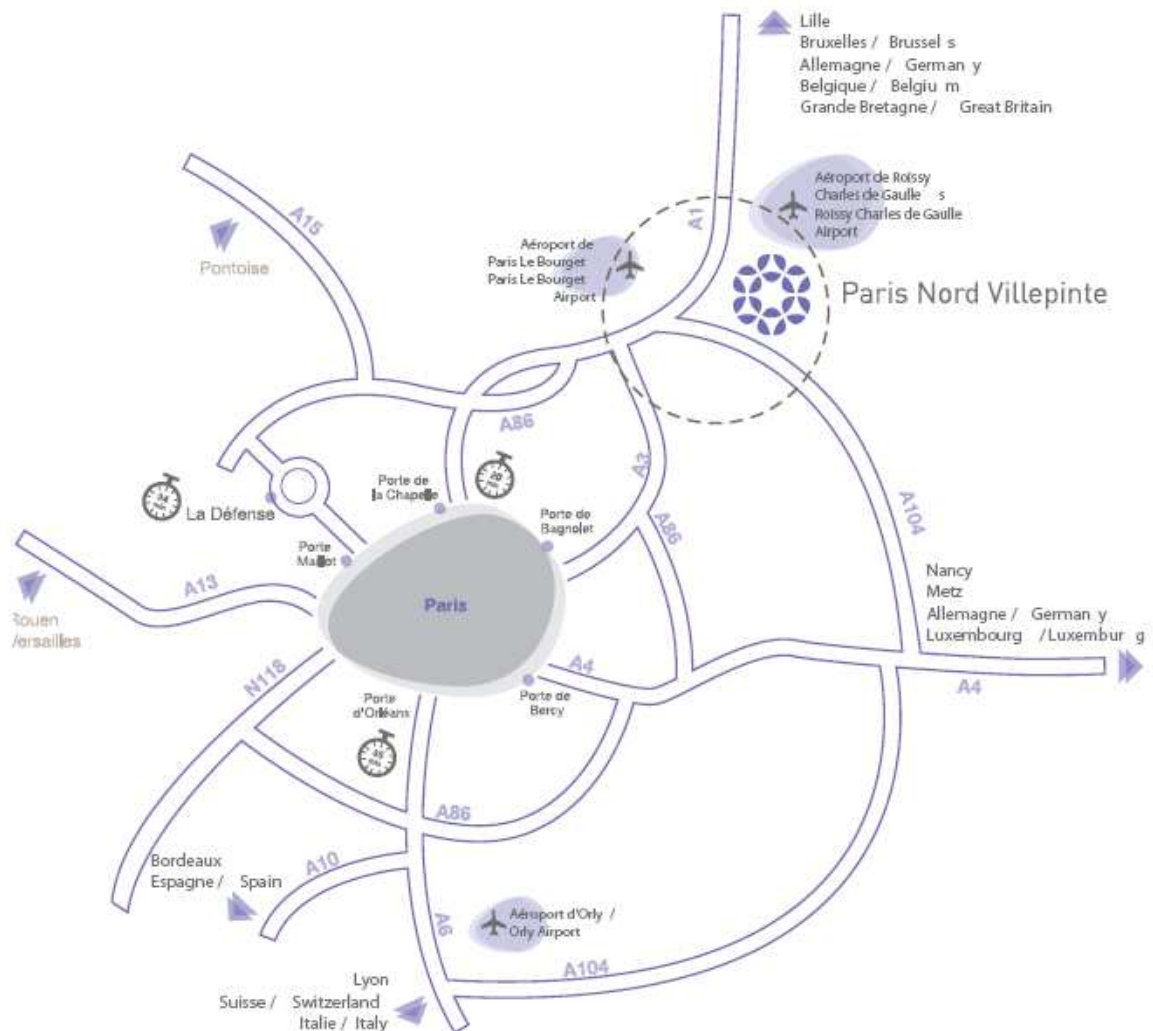
From the north of Paris

Take the A1 motorway (Porte de la Chapelle) or A3 motorway (Porte de Bagnollet), then the A104 motorway (direction: Soissons). Then follow the signs going to the "Parc des Expositions" entrance.

From the south of Paris

Take the A86 or A6 motorway towards Paris, followed by the A1 or A3 and then the A104 direction Soissons. Follow signs going to "Parc des Expositions". Then drive to Visitors' or exhibitors parking space.

→ Map out your itinerary on www.mappy.fr



BEWARE!

Do not get off the train at Villepinte: this station has no access to the Parc des Expositions. To go to MILIPOL PARIS 2015, you must get off at "Parc des Expositions".

→ More information on www.ratp.fr

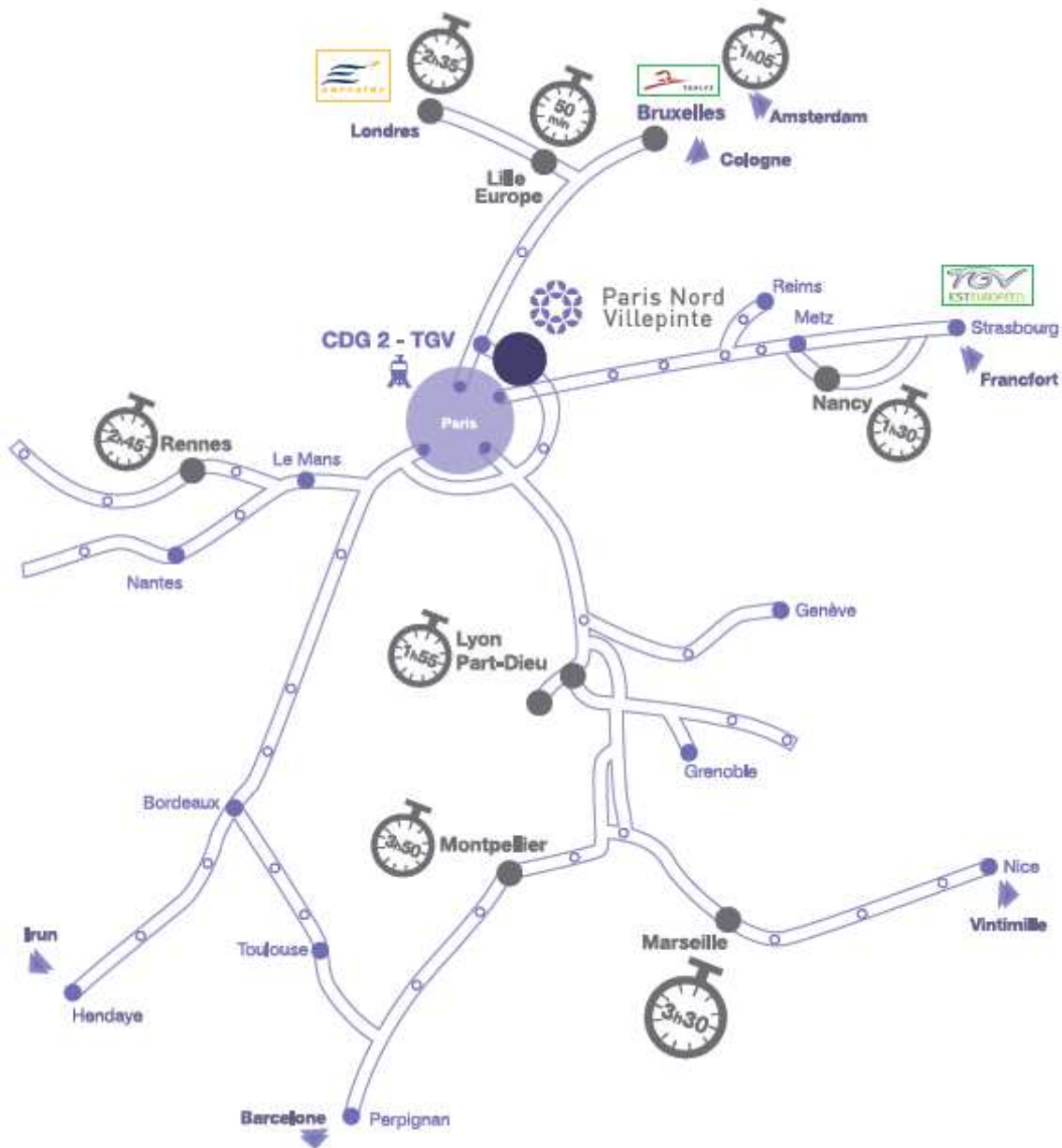
Conditions of access – Exhibitor times (cont.)

By train



The « Parc des Expositions de Paris Nord Villepinte » is 5 mins away from the Roissy Charles de Gaulle TGV station : **CDG 2 TGV**

- Access from **Gare du Nord (Thalys / Eurostar)** via the RER line B
- Access from **Gare de Lyon** via the RER line A and RER line B



MyTripset

Available from the end of July 2015: the planner “Mytripset”.

This travel planner for exhibitors and visitors will inform you, from the departure address right up to the exhibition's doors, the best way of getting there (by plane, train, car, ferry, etc.). It will take both cost and journey time into account, with the possibility of booking straight away.

Address available in the Practical Information heading of the MILIPOL 2015 website: www.milipol.com

Conditions of access – Exhibitor times (cont.)

➡ By plane



➡ Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide**.

Event : **MILIPOL PARIS 2015**

Event ID : 24195AF

Valid for transport **from** 12/11/15 to 25/11/15

Event location : Parc des Expositions - Paris Nord Villepinte, France

To locate your nearest Air France and KLM sales point, visit:

Traffic & Parking

➡ Traffic movements

Traffic rules in the Parc des Expositions - Paris Nord Villepinte:

Comply with road traffic regulations,

Speed limited to 20 km/h

Stopping and parking are forbidden on the traffic movement corridors.

Passenger vehicles may not freely enter into the hall.

Access to lorries will be subject to special conditions and rules.

We thank you in advance for conforming to these measures and we ask you to inform your various installers, carriers and suppliers about them.

Remember to give them your stand and hall number.

Stewards are provided by the Parc des Expositions de Paris Nord Villepinte to help organise traffic and park your vehicle; follow their instructions carefully.

Camping and caravanning are forbidden!

➡ Access, traffic and parking instructions while open to the public

Deliveries are authorised from 7.00 a.m. to 9.00 a.m.

The Exhibitors parking space during Opening periods is Pe4a. The plan for access to this parking space from the "Exhibitors – Deliveries" entrance to the "Parc des Expositions" will be available in your Exhibitor Area in June 2015.

Parking is prohibited outside this area and on the safety perimeters, during the public opening hours.

All contravening vehicles will be towed away without prior notice at their owners' risk and expense.

Exhibitors' opening hours

ONE STOP SERVICE PORTAL
A FACILITY TO IMPROVE SERVICE
 Place all your orders, including the services provided by the Parc des Expositions, in your Exhibitors Area:
services.milipol.com

THE EXHIBITOR SERVICE DESK ON SITE

Organiser's Offices will be located in one place: in front of Hall 5.

➡ Exhibition opening hours, working hours

Dates	Exhibition opening hours	Working hours
Tuesday 17 November	9.30 am – 6.00 pm	8.00 am – 6.30 pm
Wednesday 18 November	9.30 am – 6.00 pm	8.30 am – 6.30 pm
Thursday 19 November	9.30 am – 6.00 pm	8.30 am – 6.30 pm
Friday 20 November	9.30 am – 5.00 pm	8.30 am – 10.00 pm

➡ Working hours (set up – dismantling – power supply)

	Dates	Exhibitors hours	Power supply hours
BUILD-UP			
Bare Stands	Friday 13 November	from 8.00 am to 8.00 pm	(1)
	Saturday 14 and Sunday 15 November	from 8.00 am to 10.00 pm	from 8.00 am to 10.00 pm
Bare Stands Fitted Stands	Monday 16 November	From 8.00 am to midnight	From 8.00 am to midnight
OPENING	From Tuesday 17 to Friday 20 november	see the following schedule below	From 8.00 am to 7.00 pm (until 6.00 pm on 20/11)
DISMANTLING	Friday 20 November	from 5.00 pm to 10.00 pm	From 6.00 pm to 10.00 pm
	Saturday 21 November	from 8.00 pm to 7.00 pm	-
	Sunday 22 November	from 8.00 pm to 12.00 am	-

(1): For all power supplies on Friday 13th November, a distribution box must be ordered from the exhibitors platform www.services.milipol.com

Advice

To get power supply outside these hours, don't forget to order 24-hour power supply.

Building-up - Dismantling

Build-up

Dispatch of goods and materials to stands

It is essential for goods intended for the installation of the stand to be dispatched so that they reach the Exhibition Park 48 hours before the event opens. The day before must be considered as the final deadline.

Deliveries are made at the exhibitor's own risk, directly to his stand. It is the exhibitor's responsibility to be present or represented when packages arrive. These must be clearly labelled on each side and addressed as follows:

Parc Des Expositions de Paris Nord Villepinte
Salon MILIPOL PARIS 2015
 Company name / Hall No. 5A / Stand No. (letter + number)
 ZAC de Paris Nord II - CD 40
 93420 VILLEPINTE - FRANCE

Important: The Exhibitors Reception at the exhibition cannot under any circumstances receive or take responsibility for these items.

Access to the Parc d'Expositions

We wish to remind you that traffic movement within the Parc des Expositions de Paris Nord Villepinte is subject to the following rules:

- Comply with road traffic regulations,
- Speed limited to 20 km/h
- Stopping and parking are forbidden on the traffic movement corridors.
- Passenger vehicles may not freely enter into the hall.
- Access to lorries will be subject to special conditions and rules.

We wish to thank you in advance for your compliance with these measures, and we would ask you to fully notify your various installers, transporters and suppliers - Do not forget to inform them of your stand and hall number.

To access Hall 5A during Assembly, all vehicles must pass through the "PPL" car park, where the control zone will be located.

All persons, including drivers, must wear a badge to be allowed past this control point (see the paragraph "Access by people" on the following page), before going to Hall 5A via the most convenient door in terms of the position of the stand within the Hall.

To work out which door is the closest to your stand, please refer to the table below (you may wish to specify this to the deliverer/forwarder).

Letter Number	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	T	U	V
0 - 100	J10	J10	J10	J10	J10	J10	J10	J10	J10	J10 / L6	L6	L6	L6	L6	L6	L6	L6	L6	L6
100 - 150	J6	J6	J6	J6	J6	J6	J6	J6	J6		L6	L6	L6	L6	L6	L6	L6	L6	L6
150 - 180	J5	J5	J5	J5	J5	J5	J5	J5	J5	K4	L3	L3	L3	L3	L3	L3	L3	L3	L3
180 and +	K2	K2	K2	K2	K2	K2	K2	K2	K2	K4	K4	K4	K4	K4	K4	K4	K4	K4	K4

e.g. Stand 5A B 136 = Door J6 / Stand 5A P78 = Door L6 / Stand 5A G 186 = Door K2

➡ Vehicle access to the exhibition hall

After passing through the PPL, vehicles must take the route corresponding to the entrance door, in accordance with the "Assembly traffic plan", available in your Exhibitor Area from June 2015.

On this plan:

- The blue line corresponds to access to Doors J5, J6 and J10
- The green line corresponds to access to Doors K2 and K4
- The orange line corresponds to access to Doors L3 and L6

Access by lorries will be subject to special conditions, and stewards will be provided by the Parc des Expositions to help organise traffic and park your vehicle; follow their instructions carefully.

Our advice:

**During assembly, avoid the period between 10.00 a.m. and 1.00 p.m.,
Avoid deliveries on the day before the Show opens,
Send your vehicles away as soon as they are unloaded.**

No passenger vehicles may enter into the hall.

➡ Parking for Assembly/Dismantling

During the assembly and the dismantling, parking will be free in the exhibitors parking space.

Stewards have been provided by the Parc des Expositions de Paris Nord Villepinte to help organise traffic and park your vehicle; follow their instructions carefully.

Camping and caravanning are forbidden!

➡ Access by people

All persons, on foot or in a vehicle, wishing to access the MILIPOL exhibition during assembly or dismantling must have a personal identification document and one of the following badges:

- **PVC badge: EXHIBITOR – ASSEMBLY/DISMANTLING**
- **E-Badge** (*registration in your exhibitor space then printed on A4 paper*):
EXHIBITOR – ASSEMBLY/DISMANTLING

Persons arriving at the site without any entry documents must in all cases have personal identification, based on which an ASSEMBLY/DISMANTLING badge will be produced for them.

Random checks will be carried out by our security staff to ensure that badges and identification documents match.

Any person unable to produce personal identification will not be permitted to access the exhibition.

We remind you that Building-Up and Dismantling periods access is strictly forbidden to children

People may only gain access to the hall if they have **Personal Protective Equipment** (safety footwear, helmets, etc.), which is **compulsory** during the assembly and dismantling phases.

For safety reasons, it is forbidden to work in the hall outside the hours indicated in "Times" (Page 10). Any request for exceptional working must be made to the Exhibitors Reception (at the front of Hall 5A)

➡ Red areas

The aisles shown in red on the plan below must be kept entirely free of obstruction at all times during assembly and dismantling.

This plan will be available in your Exhibitor Area approximately one month before the beginning of Assembly, and will also be displayed beside the Hall entrance doors.

➡ Services provided by foreign workers

We wish to remind you that any use of a foreign service provider or one domiciled/established abroad must be notified to the French Work Inspectorate.

You will find all the forms required for this procedure on page 83 of this guide.

➡ Management of empty packaging

- Empty packaging must be **removed as quickly as possible and stored by the exhibitors or their transporters.**
- Final assembly operations, including the removal of goods and empty packaging, must be finished by midnight on Monday 16 of November 2015.

Otherwise, pallets and other identified materials not removed will be stocked outside the building. The removal and delivery of these elements to the stand will be charged to the Exhibitor.

- **The storage areas must not be obstructed** with packaging and goods of various kinds which may be flammable in the event of a fire.

- **No motorised vehicle will be allowed to enter the hall on Monday 16 November 2015** (unless exceptional exemption has been granted by the Organiser).

During the visit from the **Safety Committee**, it is **compulsory** for the stand manager to be present. **Visiting dates and times will be communicated to you at a later date.**

Handling

Handling companies are available in the exhibition centre. You will be charged for this service.

For more information, please refer to the list of official suppliers in your Exhibitor Area on services.milipol.com

Tip

In order to facilitate your set up and take down operation, reserve your handler now.

Hygiene and Health protection

➡ The Hygiene and Health Protection Document

(PPSPS: Specific Safety and Health Risk Prevention Plan)

Any person wishing to enter the halls should carry a MILIPOL access badge (exhibitor or supplier badge) and must be wearing the appropriate safety equipment, particularly safety shoes. Otherwise, access to the Exhibition halls will be refused.

The Hygiene, Safety and Health Protection document should be completed online in the Exhibitors area, at the latest by **25th September 2015**. Copies should be distributed to all of your suppliers and sub-contractors.

Access to the exhibition hall will not be authorised without a valid document.

Declaration of machines in operation

Complete this form online in your Exhibitors Area / My forms at the latest on 7th November 2015.

Custom

➡ Custom Service

Douane Française - Gare routière et CRD 87, avenue du Bois de la Pie BP 50108 95950 ROISSY-CHARLES DE GAULLE CEDEX - FRANCE Tel.: +33 (0)1 48 63 26 15 Fax: +33 (0)1 48 63 25 73
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Economic Regimes office
Indirect Contributions office
Open: Every day except Saturday and Sunday
Times: 9:00 am to 5:00 pm.

Exceptionnal meetings can be scheduled beforehand with this service.

➡ Customs clearance for goods originating in non-EU Member States

During MILIPOL PARIS 2015 trade show, the "Parc des Expositions - Paris-Nord Villepinte" site falls under the temporary admission regime under surveillance by customs.

Temporary admission begins on the day the materials arrive within the exhibition hall and end thirty days after the exhibition closes.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

➡ Ordinary law standard regime

➡ Merchandise arrival:

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

a) TIR Carnet (international carriage of goods by road)

For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.

N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise destined for exhibition at the event.

No waivers shall be granted.

b) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

c) Waybill

d) Transit Documents

Items to provided with A/B/C/D documents	Nombre
Truck waybill (only with TIR Carnet)	3
Detailed content of each package (gross and net weight) established by the shipper	5
Pro forma invoice in French indicating unit values	6
Descriptive leaflets for machines	2

➡ Temporary admission status: (Third-party country merchandise)

Under no circumstances shall the documents listed above replace a temporary admission declaration.

Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent.

After registration, verification and sealing of the goods, the documents concerned authorise their transport.

Only after accomplishing these formalities may they be directed towards the exhibitor's stand.

During the event, the merchandise must be presented on the stand for any Customs inquiries.

➡ Outgoing goods

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

a) For re-exportation:

The following documents must be presented for the exit visa: EX 3 and T1 declarations.

b) For transit:

To a customs warehouse where the merchandise is to be placed under customs surveillance: TI declaration.

c) For temporary admission of goods for purposes of testing and experimentation, as the case may be: EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.

Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

➡ The ATA carnet system for exhibitions

(Except for foodstuffs)

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs. It can be used for goods to be exhibited or used at an Exhibition.

This international document has the advantage of being used instead of national documents.

Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate.

Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.

At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

2 transit certificates for import (1 stays with the Exhibition office, 1 serves as an accompanying document)

- 1 import certificate,
- 1 re-export certificate,
- 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

Extract of the Decoration and Animation Regulation

The decoration regulations for MILIPOL PARIS 2015 set out the presentation and layout norms for stands. These norms also include all current safety regulations applicable to shows, fairs and exhibitions.

🔄 Your stand fitting application

All stand plans must be submitted by **25 September 2015** at the latest, to the Architecture Office of MILIPOL PARIS 2015, accompanied by the **layout file for your stand**:

DECOPUS 1 rue Paul Delaroche – 75116 Paris France Tel.: + 33(0)1 47 63 94 84 – Fax: +33 (0)1 43 80 59 63 E-mail: w.decoplus@free.fr
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An **extract** is provided below concerning heights and clearances:

Construction height / clearance / openings onto aisles

Stands must be constructed taking account of the following requirements:

- Constructions and decor: maximum height: 5m
- Signboards and lighting rigs: sign maximum height: 6.00m
- Slings: highest point from floor: 6.30m

Heights and clearances (heights expressed from floor of building)

- Shared walls - height: 3m - **No clearance**
- Walls or construction elements - height: 0 to 3m - **No clearance**
- Walls or construction elements - height: 3m to 5m - **1m clearance from aisles and from neighbouring stands**
- Signs - height: 6m - **1m clearance from aisles and from neighbouring stands**
- Lighting structures - height 6m - **1m clearance from aisles and from neighbouring stands**

Any construction or decorative element more than 3m and limited to 5m from the floor of the building, erected on shared partitions, must have a clearance of 1m from the neighbouring stand and from the aisles.

Flat horizontal components such as flooring and solid ceilings **must be at least 2m back from shared walls** so that there is a minimum distance of 4m between 2 stands with first floors or 2 solid ceilings.

Banners: Banners should be no higher than 3m above ground level. **If a sign or logo exceeding 3m in height is to be fixed to the banner, it must respect the clearance requirements (1m) from the edges of the stand and dividing partitions in particular.**

The following are forbidden: high-voltage circuits, lasers and flashing signs.

Nb: new rules on exhibiting rotating lights

You will find full details of these rules on page 60 of this guide

Electrical cabling, stage lighting, lighting kits and assembly assistance

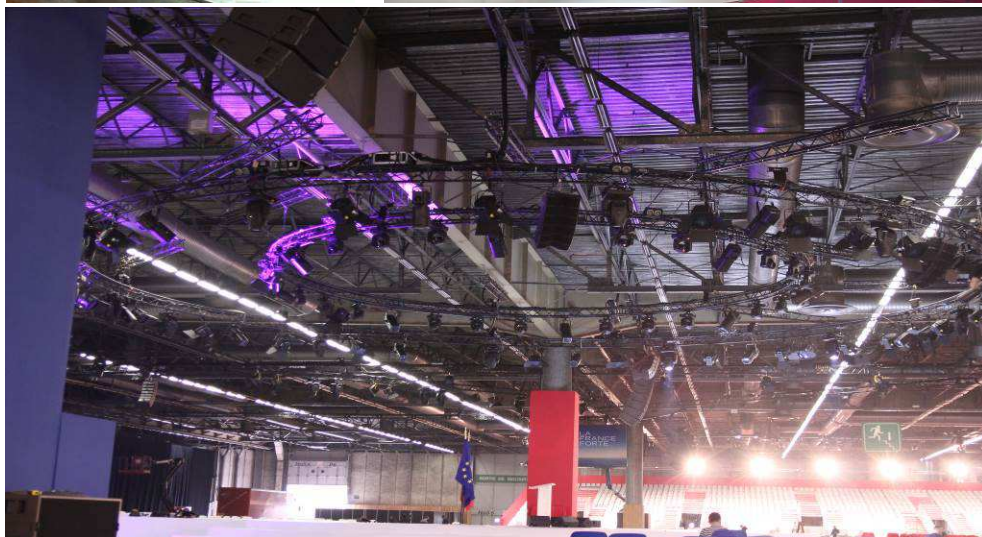
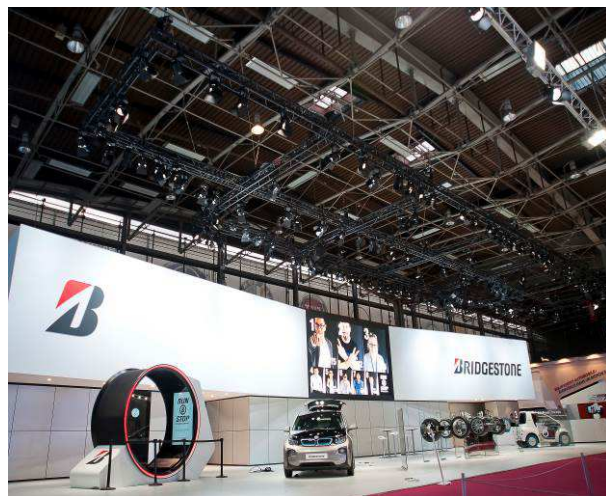


COMEXPOSIUM and their partner VERSANT will assist you

From setting up to lighting up, VERSANT offers a comprehensive service that assists you in the practicalities of assembling your space.

Its varied inventory of staging options will surely meet your needs.

From the smallest to the most elaborate project, VERSANT is there to assist you every step of the way, providing advice, technical research, and assistance in choosing your structures and lighting.



Your contact **VERSANT**

Mélika DALLA

Mob: +33 (0)6.22.36.06.32

Tel. +33 1.48.63.32.51

E-mail: comex@alpinistes.com

Vigilance on stands

There is a high risk of theft during Assembly and Dismantling periods:

All materials or products which could be stolen should be kept out of sight (plasma screens, computer equipment, personal belongings, etc.)

However, for greater safety, you are strongly advised to keep a close watch over your stand, keeping someone there at all times until the end of dismantling.

Such a person is your only guarantee against theft.

Dismantling

It is essential for exhibitors to respect the dismantling periods. We advise you to communicate the dismantling dates and times to your forwarders, transporters & decorators.

On the evening of closure of the exhibition, Friday 20 November, dismantling may not begin until 5.30 p.m.
However, motorised vehicles may not enter the hall until 7.30 p.m.

All fitted stands will be dismantled on Saturday 21 November 2015. Consequently, **exhibitors are asked to remove their goods and personal effects on the evening of closure, Friday 20 November, between 5.30 p.m. and midnight.**

For bare stands, it is essential that all equipment and decorative elements have left the hall by 2.00 p.m. on Sunday 22 November at the latest. Goods and equipment not requiring dismantling not withdrawn within the deadline will be stored by the Organiser at the expense of the exhibitor. However, the Organiser reserves the right to destroy, at the expense of the exhibitor, stand structures and decorations of any kind whatsoever which have not been dismantled by the exhibitor within the required deadline. No claim may be made in this regard.

Once dismantling is finished and the stand area has been cleared of all related items (including rubbish, litter), MILIPOL PARIS will draw up, when requested by the exhibitor or their decorator at the Exhibitors Reception, a site clearance certificate.

Inventory of your stand site

When assembly and dismantling are finished and the stand site completely cleared (including waste and detritus), the MILIPOL PARIS 2015 Exhibition Management Office will, at the request of the exhibitor or their decorator, issue **a stand site clearance certificate**. This certificate releases the exhibitor from all responsibility in the event of damage to the area or services hired after their departure.

The certificate must be issued by 6.00 pm on Sunday 22 November at the latest.

Stand cleaning – Removal of rubbish and litter

Exhibitors or their decorators are responsible for managing the waste generated during stand assembly and dismantling. Exhibitors must make every effort to ensure these operations are carried out.

You have the option of placing an order to hire small rubbish skips in your Exhibitor Area at services.milipol.com.

The cleaning service will also be available to you at the Exhibitors Reception, located at the front of Hall 5A.

All stands, equipment, merchandise and waste (stickers, carpet, etc.) absolutely must be removed before the end of dismantling.

If you do not make use of the services provided by the organizer, then you are responsible for removing and disposing of all products, **in line with current legislation**.

Once the fitting deadlines have passed, the Organizer may, **at the cost and liability of the exhibitor**, take any measures deemed useful to dispose of the remaining equipment and waste on the pitch, as well as the destruction of structures and decoration of any kind that have not been dismantled.

Recommendation

If you outsource decorator services, be sure that your quote includes “fitting”, “dismantling”, and waste removal, and add them if they are not featured on the quote.



Setting up of your stand



an event by
comeXposium
The place to be

You have booked a bare stand

Included services

- **Your space marked on the floor**, without partitions
- **Daily cleaning of the stand** (including the day before opening): Removal of protective plastic film – Emptying bins – Vacuuming floors – Wiping counters and items of furniture.

How to set up your stand

➤ Step 1: ordering your stand

MILIPOL PARIS will send you a plan for your stand by post or by email for your approval. Once confirmed, this plan will be used to fit-out your stand with your selected décorator.

Your stand number is given to you with the confirmation of your stand location (or in your exhibitors space : « My Account / My Space)

Our advice

Facilitate the development of your stand:

Reserve a "Ready-to-Exhibit" stand in your section "My store"

OR

Reserve "a custom-made stand" adapted to your image and to your budget: benefit from advice of a decorator to realize a concept personalized by your stand with ecological materials in adequacy with the principles of the sustainable development

PROREP studio: standscomezposium@creatifs-studio.fr – Tel: +33 (0)1 45 91 41 45

IMPORTANT

If your stand has a surface area of $\leq 24\text{m}^2$, you must choose an ESSENTIAL, OPTIMUM or PREMIUM equipment package.

➤ Step 2: plan approval

- Your stand's decoration plan must be submitted to MILIPOL architects **before 25th September 2015**, together with your stand fitting form.

DECO PLUS
1, rue Paul Delaroche
75116 PARIS - FRANCE
Tel: +33 (0)1 47 63 94 84 - Fax: +33 (0)1 43 80 59 63
Email: w.decoplus@free.fr

- Check which details to provide in the **Architecture and Decoration Regulations** in your Exhibitor's Area under services.milipol.com

➤ Step 3: order any technical services (electric connections, phone lines, parking facilities, etc.)

- Find all available services in your Exhibitors' Area, under "**My Boutique**".

Electrical cabling, stage lighting, lighting kits and assembly assistance



COMEXPOSIUM and their partner VERSANT will assist you

From setting up to lighting up, VERSANT offers a comprehensive service that assists you in the practicalities of assembling your space.

Its varied inventory of staging options will surely meet your needs.

From the smallest to the most elaborate project, VERSANT is there to assist you every step of the way, providing advice, technical research, and assistance in choosing your structures and lighting.



Your contact VERSANT :

Mélika DALLA

Mob: +33 (0)6.22.36.06.32

Tel: +33 (0)1.48.63.32.51

E-mail: comex@alpinistes.com

➡ Step 4: your stand at the fair

Please check the assembly schedule page 10.

➡ "Custom stand"

Adapted to suit your image and your budget, with advice and support from a decorator:

PROREP STUDIO: standscorexposium@creatifs-studio.fr +33(0)1 45 91 41 45

During build-up step, providers will be present at the Organiser's Offices in front of Hall 5.

Health and safety

MANDATORY

Health and Safety Notice (HSP: Health and Safety Plan).

- The Health and Safety Notice should be completed by Exhibitors, and can be found in the Exhibitor's Area under "My Forms" at the latest the **25th September 2015**.
- **The Notice must be distributed to all suppliers and sub-contractors.**
- You must be wearing a MILIPOL access badge (Exhibitor/Service Provider Badge) (on demand at the Exhibitors Office in front of Hall 5A) as well as proper safety equipment (safety boots, helmets, etc.) in order to enter the hall. Failure to meet these conditions will result in you being refused entry to the hall.
- The HSP must be validated before receiving authorization to enter the hall.

Additional services

MILIPOL PARIS provides a full range of services to improve the organization of your stand and to optimize your presence at the fair. Details can be found in the Exhibitor's Area, under services.milipol.com.

➡ Additional services to be ordered before stand is fitted:

Additional fittings (carpet, flooring, stock, partitions, lighting, etc.)

Cleaning

Furniture, flowers, coffee machine

Videos, office equipment

Technical services

Additional services must be ordered as soon as possible, and before the set-up starts, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

On site orders should remain exceptional and will be supplied depending on available stocks and according to the following schedule:

Order placed on:	Expected delivery on:
Friday, 13 November	Saturday, 14 November
Saturday, 14 November, before 2.00 p.m	Sunday, 15 November
Sunday, 15 November	Monday, 16 November
Monday, 16 November, before 3.00 p.m	Tuesday, 17 November, before 9.00 a.m

➡ Other additional services: security, hosting, catering, handling.

See the **list of Partners** in the “**Practical Information**” section of your Exhibitor's Area.

You have booked a stand in the “Discovery” village (Surface area: 6m²)



Images are non-binding

Included services

- Grey fibre-bonded **carpeting** on the floor (no flooring)
- **Wood-coloured** melamine partition with a titanium-coloured aluminium frame.
Useable dimensions of panel (excluding metal structure): Width: 0.940m - Height: 2.250m - Thickness: 7mm – Overall height of partition: 2.40m
- **Ceiling banner:** Colour: yellow - Located beside aisles – H: 2.61m – D.: 1m
- **Signboard:** 1 double-sided signboard made from non-woven material (495mm x 450mm) with: exhibition logo; Company name; Stand number; National flag.
- **Power supply(according to switch-on times)** : 1 unit with 3 sockets, power: 2 kW single phase
- **Spotlights:** 2 x 100 W spotlight on rail.
- **Furniture package** (dark wood colour)
 - 1 table
 - 2 chairs
 - 1 wastepaper bin
- **Daily cleaning of the stand** (including the day before opening): Removal of protective plastic film – Emptying bins – Vacuuming floors – Wiping counters and items of furniture.

Not included in service: Cleaning of machinery and/or equipment exhibited – Provision of small skips – Compulsory recovery of all fluids.

For full details of the cleaning range (skip hire, etc.) please refer to the section “Cleaning and waste removal” in your Exhibitor Area on services.milipol.com

Preparatory steps for stand set-up

➤ Step 1: allocation of your stand

As soon as allocation of your stand is confirmed, COMEXPOSIUM SECURITY will send you (by letter or email) a plan of your stand together with the access details for your Exhibitor Area on services.milipol.com.

This plan will enable you to set up your stand along with any additional services.

➤ Step 2: Security and Health Protection

- You must accept the **Security Notice** by logging into your Exhibitor Area on services.milipol.com

➤ Step 3: booking additional technical services (internet connection, telephone services, parking spaces, etc.)

Services to be booked before the exhibition:

See all bookable and additional services in the catalogue, available in your Exhibitor Area on services.milipol.com.

- extra fittings,
- furniture,
- plant rental,
- video and office equipment,
- coffee machine.

Services booked during assembly:

NB: stocks of equipment will be limited during the assembly period. On-site services will therefore be provided according to availability.

If you reserve additional services during assembly of the exhibition, they must be ordered as early as possible, before the event, in order to ensure the best service in terms of range, colours, volume and delivery times.

On site, services ordered will be supplied depending on available stocks.

Other additional services:

Security officers, hostesses, caterers, handlers, etc.

See **the official service providers list**, in your Exhibitor Area on services.milipol.com.

➤ Step 4: delivery of your stand from Monday 16 of November 2015 at 8.00 a.m.

If you have booked an ESSENTIAL fitted stand

Booking deadline: Friday 16 of October 2015



Images are non-binding

Included services

- ➔ **grey carpeting on floor**, fibre-bonded, covered with a clear protective film
- ➔ **Wood-coloured melamine separating partitions** with a titanium-coloured aluminium frame.
Useable dimensions of panel (excluding metal structure): Width: 0.940m - Height: 2.250m - Thickness: 7mm – Overall height of partition: 2.40m
- ➔ **Ceiling banner**: Colour: yellow - Located beside aisles – H: 2.61m – D. : 1m
- ➔ **Signboard**: 1 double-sided signboard made from non-woven material (495 mm x 450 mm) with exhibition logo; Company name; Stand number; National flag.
NB: one signboard per stand only
- ➔ **Spotlights**: 1 x 100 W spotlight per 3m².
- ➔ **Intermittent power supply (according to switch-on times)**: 3 kW with one socket. Your electrical box will be positioned, by default, in the corner of your stand.
- ➔ **Furniture**: Fixed fee of €325, to be booked in your Exhibitor Area services.milipol.com
- ➔ **Daily cleaning of the stand** (including the day before opening): Removal of protective plastic film – Emptying bins – Vacuuming floors – Wiping counters and items of furniture.

Not included in service: Cleaning of machinery and/or equipment exhibited – Provision of small skips – Compulsory recovery of all fluids.

For full details of the cleaning range (skip hire, etc.) please refer to the section “Cleaning and waste removal” in your Exhibitor Area on services.milipol.com

Preparatory steps for stand setup

➡ Step 1: allocation of your stand

As soon as the allocation of your stand is confirmed, MILIPOL PARIS will send you a plan of your stand by email. This plan will enable you to set up your stand along with any additional services.

Your stand number will be sent to you along with the plan of your hall (or in your Exhibitor Area, under "My account / My stand")

➡ Step 2: Security and Health Protection

It is essential that you accept the **Security Notice** by logging into your Exhibitor Area on services.milipol.com.

➡ Step 3: booking additional technical services (internet connection, telephone services, parking spaces, etc.)

Services to be booked before the exhibition

See all bookable and additional services in the shop, available in your Exhibitor Area on: services.milipol.com

- extra fittings,
- furniture,
- plant rental,
- video and office equipment,
- coffee machine.

Services ordered during assembly

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve additional services during assembly of the exhibition, they must be ordered as early as possible, before the event, in order to ensure the best service in terms of range, colours, volume and delivery times.

On site, services ordered will be supplied according to the following schedule:

Order placed on:	Expected delivery on:
Friday, 13 November	Saturday, 14 November
Saturday, 14 November, before 2.00 p.m	Sunday, 15 November
Sunday, 15 November	Monday, 16 November
Monday, 16 November, before 3.00 p.m	Tuesday, 17 November, before 9.00 a.m

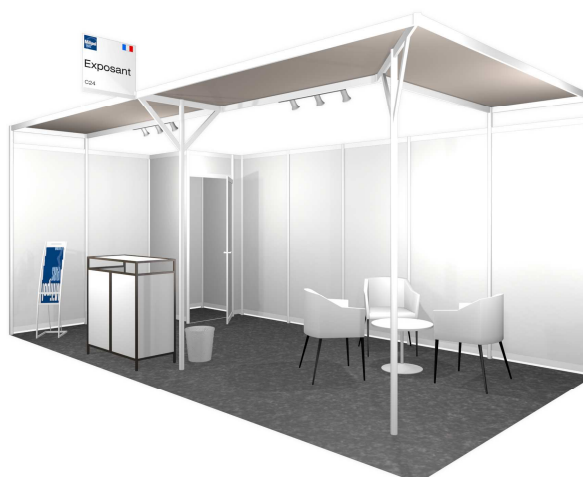
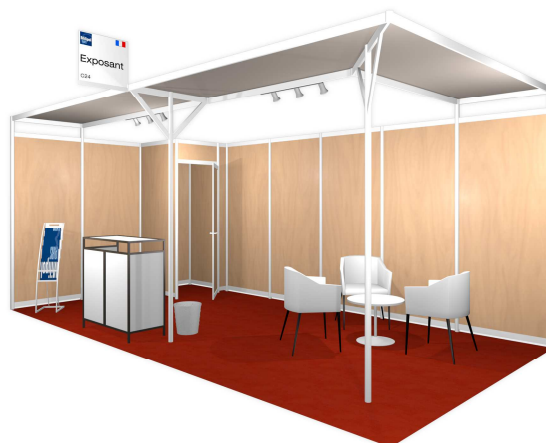
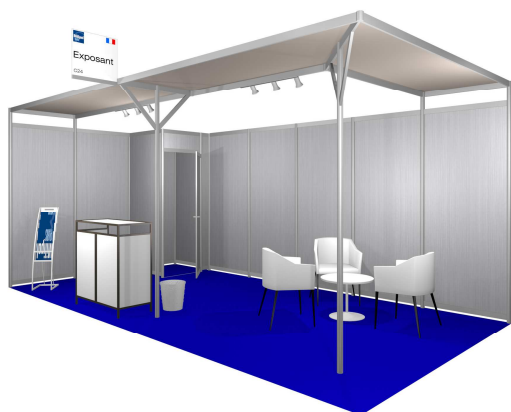
Other additional services (Security staff, hostesses, caterers, handlers, etc.): See the official service providers list in your Exhibitor Area on services.milipol.com

➡ Step4: delivery of your stand from Monday 16 of November 2015 at 8.00 a.m.

If you have booked an OPTIMUM fitted stand

Booking deadline: Friday 16 of October 2015

A MILIPOL PARIS fitted stand advisor will contact you to confirm your choices



Images are non-binding

Included services

- ➡ **Carpeting on floor**, fibre-bonded, covered with a clear protective film (choice of three colours: Blue; Grey; Red)

Melamine separating partitions (choice of three colours: White; Grey; Wood) with an aluminium frame (choice of two colours: White; Titanium) - *Useable dimensions of panel (excluding metal structure: Width: 0.940m - Height: 2.250m - Thickness: 7 mm – Overall height of partition: 2.40m*

- ➡ **Ceiling banner**: Colour: grey – Located beside aisles – Height: 2.61m – Depth: 1m

- ➡ **Signboard**: 1 double-sided signboard made from non-woven material (495 mm x 450 mm) with exhibition logo; Company name; Stand number; National flag.

NB: one signboard per stand only

If you have booked an OPTIMUM fitted stand (cont.)

➡ **Spotlights:** 1 x 100 W spotlight per 3sqm section.

➡ **For stands ≤ 24m²**

Intermittent power supply (according to switch-on times): 3 kW with a 3-socket unit. Your electrical box will be positioned, by default, directly in your storage area.

Storage area of 1m² with two straight shelves: 1m x 1m (this storage area is not considered to be a secure location). It will be positioned, by default, in the corner of your stand

Fixed furniture fee of €575 (to be booked in your Exhibitor Area services.milipol.com)

➡ **For stands > 24m²**

Continuous power supply (according to switch-on times): 4 kW with a 3-socket unit. Your electrical box will be positioned, by default, directly in your storage area.

Storage area of 2m² with two straight shelves: 1m x 2m (this storage area is not considered to be a secure location). It will be positioned, by default, in the corner of your stand

1 x 140L fridge

Fixed furniture fee of €670 (to be booked in your Exhibitor Area services.milipol.com)

➡ **Daily cleaning of the stand** (including the day before opening): Removal of protective plastic film – Emptying bins – Vacuuming floors – Wiping counters and items of furniture.

Not included in service: Cleaning of machinery and/or equipment exhibited – Provision of small skips – Compulsory recovery of all fluids.

For full details of the cleaning range (skip hire, etc.) please refer to the section “Cleaning and waste removal” in your Exhibitor Area on services.milipol.com

Preparatory steps for stand setup

➡ Step 1: allocation of your stand

As soon as the allocation of your stand is confirmed, MILIPOL PARIS will send you a plan of your stand by email. This plan will enable you to set up your stand along with any additional services. Your stand number will be sent to you along with the plan of your hall (or in your Exhibitor Area, under “My account / My stand”)

➡ Step 2: confirmation of your choices

You will be contacted directly by our official service provider: CREATIFS, in order to confirm your signboard name, your colour choices, as well as the positioning of your storage area and power supply.

➡ Step 3: Security and Health Protection

It is essential that you accept the **Security Notice** by logging into your Exhibitor Area on services.milipol.com.

➡ Step 4:

Booking additional technical services (internet connection, telephone services, parking spaces, etc.)

Services to be booked before the exhibition:

See all bookable and additional services in the shop, available in your Exhibitor Area on services.milipol.com:

- extra fittings
- furniture,
- refrigerated display equipment,
- plant rental,
- video and office equipment,
- coffee machine.

Services ordered during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance. If you reserve additional services during assembly of the exhibition, they must be ordered as early as possible, before the event, in order to ensure the best service in terms of range, colours, volume and delivery times. On site, services ordered will be supplied depending on available stocks, according to the following schedule:

If you have booked an OPTIMUM fitted stand (cont.)

Order placed on:	Expected delivery on:
Friday, 13 November	Saturday, 14 November
Saturday, 14 November, before 2.00 p.m	Sunday, 15 November
Sunday, 15 November	Monday, 16 November
Monday, 16 November, before 3.00 p.m	Tuesday, 17 November, before 9.00 a.m

Other supplementary services:

Security officers, hostesses, caterers, handlers, etc.

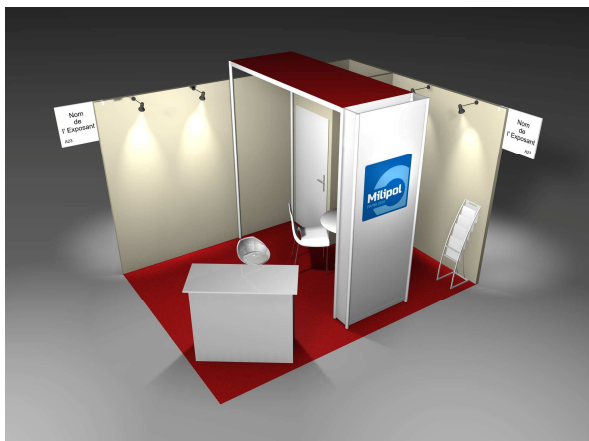
See the official service providers list in your Exhibitor Area on services.milipol.com

➡ **Step 5: delivery of your stand from Monday 16 of November 2015 at 8.00 a.m.**

If you have booked a PREMIUM stand

Reservation deadline: Friday 18 of September 2015

A MILIPOL PARIS fitted stand advisor will contact you to confirm your choices



Images are non-binding



Included services

- **Carpeting on floor**, fibre-bonded, covered with a clear protective film
- **Separating partitions** made from cotton-covered wood
- **Modular-structure arch with stretched cotton** (cotton colour according to carpeting colour): Height: 2.61m – Width: 1m
- **Choice of four colour schemes: A MILIPOL PARIS 2015 advisor will contact you to confirm your choices.**
- **Signboard:** 1 double-sided signboard made from non-woven material (495 mm x 450 mm) with exhibition logo; Company name; Stand number; National flag.

NB: one signboard per stand only

- **Optional signs:** Your image on arch facade – width 954 x height 2474mm – to be ordered from your Exhibitor Area:

- For an image, photo, and composition: Photoshop format. TIFF or PDF, size: ¼ of actual size. Resolution: 300 dpi
- For a logotype: vector illustrator format. AI or EPS

- **Spotlights:** 1 x 100 W spotlight per 3m² section.

➤ For stands ≤ 24m²

Intermittent power supply (according to switch-on times): 3 kW with a 3-socket unit. Your electrical box will be positioned, by default, directly in your storage area.

Storage area of 1m² with two straight shelves: 1m x 1m (this storage area is not considered to be a secure location). It will be positioned, by default, in the corner of your stand

Fixed furniture fee of €670 (to be booked in your Exhibitor Area services.milipol.com)

➤ For stands > 24m²

Continuous power supply (according to switch-on times): 4 kW with a 3-socket unit. Your electrical box will be positioned, by default, directly in your storage area.

- **Storage area of 2m² with two straight shelves:** 1m x 2m (this storage area is not considered to be a secure location). It will be positioned, by default, in the corner of your stand

- **1 x 140L fridge**

- **1 semi-glazed desk of 4 or 6m²** (exhibitor's choice): 2m x 2m or 2m x 3m

- **Fixed furniture fee of €780** (to be booked in your Exhibitor Area services.milipol.com)

- **Daily cleaning of the stand** (including the day before opening): Removal of protective plastic film – Emptying bins – Vacuuming floors – Wiping counters and items of furniture.

Not included in service: Cleaning of machinery and/or equipment exhibited – Provision of small skips – Compulsory recovery of all fluids.

For full details of the cleaning range (skip hire, etc.) please refer to the section “Cleaning and waste removal” in your Exhibitor Area on services.milipol.com

Preparatory steps for stand setup

➤ Step 1: allocation of your stand

As soon as the allocation of your stand is confirmed, MILIPOL PARIS will send you a plan of your stand by email. This plan will enable you to set up your stand along with any additional services.

Your stand number will be sent to you along with the plan of your hall (or in your Exhibitor Area, under “My account / My stand”)

➤ Step 2: confirmation of your choices

You will be contacted directly by our official service provider: CREATIFS, in order to confirm your signboard name, your colour choices, as well as the positioning of your storage area and power supply.

➤ Step 3: Security and Health Protection

It is essential that you accept the **Security Notice** by logging into your Exhibitor Area on services.milipol.com.

➤ Step 4: booking additional technical services (internet connection, telephone services, parking spaces, etc.)

Services to be booked before the exhibition:

See all bookable and additional services in the shop, available in your Exhibitor Area on services.milipol.com:

extra fittings

furniture,

refrigerated display equipment,

- coffee machine.

- video and office equipment,

- plant rental,

Services ordered during assembly:

Stocks of materials become limited during the assembly period, so remember to place your order in advance.

If you reserve additional services during assembly of the exhibition, they must be ordered as early as possible, before the event, in order to ensure the best service in terms of range, colours, volume and delivery times.

On site, services ordered will be supplied depending on available stocks according to the following schedule:

Order placed on:	Expected delivery on:
Friday, 13 November	Saturday, 14 November
Saturday, 14 November, before 2.00 p.m	Sunday, 15 November
Sunday, 15 November	Monday, 16 November
Monday, 16 November, before 3.00 p.m	Tuesday, 17 November, before 9.00 a.m

Other supplementary services:

Security officers, hostesses, caterers, handlers, etc.

See the official service providers list in your Exhibitor Area on services.milipol.com

➡ **Step 5: delivery of your stand from Monday 16 November 2015 at 8.00 a.m.**



Services



un événement
comeXposium
The place to be

Services

- Activities at stand
- Stand Design
- **New** : Arms and arms components
- Additional Insurance
- Badges
- Customs
- Inventory of your stand site
- Security Guards
- Accommodation
- Hostesses / Staff
- Hygiene and Health protection
- Machines in operation
- Technical services (electricity, water, car parking, slings, telephone)
- VAT Refunds
- Exhibitors' restaurants
- Waste and detritus removal
- Meeting rooms

ONE STOP SERVICE PORTAL A FACILITY TO IMPROVE SERVICE

Place all your orders, including the services provided by the Parc des Expositions, in your Exhibitors Area:

services.milipol.com

Exhibitors Welcome Desk

The onsite Exhibitor's Welcome Desk is located in front of the Hall 5A. It opens every day from 8.00 a.m to 8.00 p.m. On Monday 16 November, from 8.00 a.m to 9.15 p.m.

Activities at stands

The MILIPOL PARIS exhibition has established standards to prevent problems during the trade show and to ensure optimal visitor comfort. Exhibitors may organise any kind of presentation, subject to application of the provisions set out in the decoration regulations given on page 60

🔴 Non-authorised activities:

The distribution or placing of leaflets in the exhibition aisles, at the entrance, on the esplanade or close to the station,

Promotion in the aisles (with robots, hostesses, sandwich boards, etc.),

Offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands,

Musical promotion,

Video walls must be set back a minimum of 2m from the edges of the aisle.

Stand design

The MILIPOL PARIS stand design regulations include the norms of stand presentation and fitting. These norms also include all current safety regulations applicable to shows, fairs and exhibitions.

You will find full details of these rules on page 60 of this guide

🔴 Your stand fitting regulation

Each stand plan should be submitted by **25 September 2015** at the latest to the MILIPOL PAIRS 2015 Stand Design office:

DECOPLUS
1 rue Paul Delaroche – 75116 Paris – France
Tel. : + 33 (0)1 47 63 94 84 – Fax : +33 (0)1 43 80 59 63
E-mail: w.decoplus@free.fr HYPERLINK "mailto:w.decoplus@free.fr"
w.decoplus@free.fr

Arms and arms components

NEW: Please refer to the regulations on exhibiting arms and arms components on page 80 of this guide

Additional Insurance

The MILIPOL PARIS offers exhibitors the option of taking out supplementary insurance to cover the real value of the goods exhibited on their stand.

For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.27%.

For insurance cover provided by the MILIPOL PARIS, see the insurance regulations in the exhibitors' area of our website services.milipol.com.

➔ Plasma Screen Insurance

Plasma Screen Insurance is a policy covering specific damage to plasma screens that are fixed or firmly cabled to the stand structure. This policy will take effect on the first morning of the exhibition's opening to the public (exhibition opening time) to the time the exhibition closes to the public. The premium will be 4% incl. tax of the value of the equipment, with a minimum of € 250 per screen covered.

➔ Complementary Insurance Claims

Policies covering goods and stand equipment are starting at the eve of the opening. (From Sunday 16th November to Thursday 20th November at 8.00 p.m. to 6.00 p.m.).

No accident will be covered unless it is declared to the MILIPOL PARIS Exhibitor's Welcome Desk within 24 hours of its occurrence and by 6:00 p.m. on Thursday 20th November 2015 at the very latest.

Thefts not covered by the MILIPOL PARIS but insured by the exhibitor him/herself must be notified to the police in Paris or the exhibitor's city of origin (if in Metropolitan France) within the required time.

Accueil de Villepinte
1/3 Rue Jean Fourgeaud
93420 VILLEPINTE - FRANCE
Tel: 17 ou +33(0)1 49 63 46 10

Badges

To access the exhibition during the Opening period, all persons must have an Exhibitor's badge or a Service badge (provided on request at the Exhibitors Reception located at the front of Hall 5A).

Otherwise, **access to the exhibition halls will be refused.**

The Assembly/Dismantling badge does not give access to the exhibition during the Opening period.

- ➔ **The Exhibitor's badge** grants access to the Parc des Expositions during assembly, opening, and dismantling according to the hours given on the exhibitors' timetable.

Exhibitors must register and personalise their badges in their Exhibitor Area on services.milipol.com.

The number of Exhibitor badges is set at a standard number of **4 badges per 12 sq.m.**

➡ **The Exhibitor badges can be printed from your Exhibitor Area after:**

- full payment of the balance due for your stand rental,
- receipt of the signed Security, Hygiene and Health Protection Notice by the offices of:

D.Ö.T.
81, rue de Paris
92100 BOULOGNE, France

- receipt of the set-up file for your stand by the Architecture Department of MILIPOL PARIS 2015:

DECOPLUS
1 rue Paul Delaroche
75016 Paris, France

➡ **The Service badge**

Enables service providers (hostesses, caterers, security staff, etc.) to access the Exhibition hall during the period of Opening to the public. These are to be collected from the Exhibitors Reception located at the front of Hall 5A.

It is compulsory for these badges to be worn for personal identification and to be presented at the entrances to the exhibition – Access is forbidden to persons under 16 years old.

Customs

➡ **Custom service**

Douane Française - Gare routière et CRD
87, avenue du Bois de la Pie
BP 50108
95950 ROISSY-CHARLES DE GAULLE CEDEX - FRANCE
Tel.: +33 (0)1 48 63 26 15
Fax: +33 (0)1 48 63 25 73

Economic Regimes office
Indirect Contributions office
Open: Every day except Saturday and Sunday
Times: 9:00 am to 5:00 pm.

➡ **Customs clearance for goods originating in non-EU Member States**

During the MILIPOL PARIS 2015 trade show, the Parc des Expositions de Paris-Nord Villepinte site falls under the temporary admission regime under surveillance by customs.

Temporary admission begins on the day the materials arrive within the exhibition hall and end thirty days after the exhibition closes.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

➡ **Ordinary law standard regime**

➡ **Merchandise arrival:**

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

a) TIR Carnet (international carriage of goods by road)

Pour les véhicules venant directement de l'étranger, où les marchandises ont été vérifiées et scellées par les services douaniers du pays de provenance.

N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise destined for exhibition at the event.

b) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

c) Waybill

d) Transit Document

Items to be provided with a, b, c and d documents:	Number
Truck waybill (only with TIR Carnet)	3
Detailed content of each package (gross and net weight) established by the shipper	5
Pro forma invoice in French indicating unit values	6
Descriptive leaflets for machines	2

➞ **Temporary admission status (Third-party country merchandise)**

Under no circumstances shall the documents listed above replace a temporary admission declaration.

Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent

After registration, verification and sealing of the goods, the documents concerned authorise their transport:

Only after accomplishing these formalities may they be directed towards the exhibitor's stand.

During the event, the merchandise must be presented on the stand for any Customs inquiries.

➞ **Outgoing goods**

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

a) For re-exportation:

The following documents must be presented for the exit visa: EX 3 and T1 declarations.

b) For transit:

To a customs warehouse where the merchandise is to be placed under customs surveillance: T1 declaration.

c) For temporary admission of goods for purposes of testing and experimentation, as the case may be:
EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.

Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

➞ **The ATA carnet system for exhibitions
(Except for foodstuffs)**

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs. It can be used for goods to be exhibited or used at an Exhibition.

This international document has the advantage of being used instead of national documents. Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate.

Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.

- At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

2 transit certificates for importation (1 stays with the custom desk, 1 serves as an accompanying document).

1 import certificate,

1 re-export certificate,

2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

Inventory of your stand site

When assembly and dismantling are finished and the stand site completely cleared (including waste and detritus), the MILIPOL PARIS Exhibition Management Office will, at the request of the exhibitor or their decorator, issue a **stand site clearance certificate**. This certificate releases the exhibitor from all responsibility in the event of damage to the area or services hired after their departure.

The certificate must be issued by 8.00 pm on Sunday 22nd of November at the latest.

Security Guards

The organisers are responsible for general monitoring of the exhibition, under the best possible conditions. However, this is an obligation of means and not of result.

Exhibitors planning special monitoring of their stand (which we advise) are asked to inform the organiser, giving the names of the persons present and the name of the security company chosen.

Exhibitors are responsible for their stands and must take the steps required to protect their equipment and to remove it as of the evening of closure, if they do not plan any monitoring.

The stand storage areas are not secure locations.

Parking areas are not guarded, so it is advisable not to leave valuable or visible objects inside vehicles, where they may attract temptation.

There is a high risk of theft during the setting up and removal periods.

Put out of sight all equipment and products likely to be stolen (plasma screens, computers, personal effects ...)

However, for safety, it is strongly recommended that you keep a close watch on your stand and now a person continuously until the end of dismantling.

This is your only guarantee against theft.

It is important to carefully choose a security company to protect your stand in order to ensure a high quality service suited to your needs. MILIPOL PARIS offers you a custom service in your Exhibitor Area on services.milipol.com.

IMPORTANT

In the event of an inspection by the works inspectorate, the company used must be able to present employment contracts and URSSAF certificates. Remember to ask your supplier for these documents, **as you will be held responsible.**

Electrical cabling, stage lighting, lighting kits and assembly assistance

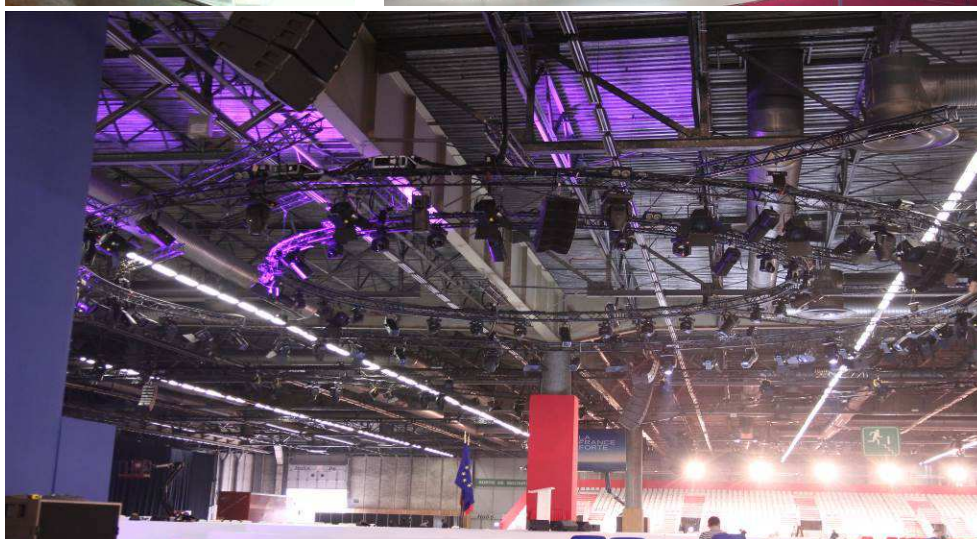


COMEXPOSIUM and their partner VERSANT will assist you

From setting up to lighting up, VERSANT offers a comprehensive service that assists you in the practicalities of assembling your space.

Its varied inventory of staging options will surely meet your needs.

From the smallest to the most elaborate project, VERSANT is there to assist you every step of the way, providing advice, technical research, and assistance in choosing your structures and lighting.



Your contact VERSANT :

Mélika DALLA

Mob: +33 (0)6.22.36.06.32

Tel: +33 (0)1.48.63.32.51

E-mail: comex@alpinistes.com

Accommodation

➔ New

A new agency has been selected to help you with your hotel bookings during the MILIPOL PARIS 2015. Whether you wish to stay in Paris or near the Exhibition Centre, the ATI agency will provide you with a wide range of options in 2*, 3* and 4* hotels at preferential rates.

Book online at services.milipol.com or on the website [www.MILIPOL PARIS.fr](http://www.MILIPOL-PARIS.fr) - Item « Practical Informations » / Accommodation.

Hotesses / Staff

To welcome current and potential customers to your stand, to guide you around the Paris-Nord Villepinte exhibition centre, to be in constant contact with on-site organisational staff to meet your every need... The MILIPOL PARIS 2015 offers a full range of services: hostesses, interpreters, handlers, etc.

See our list of suppliers in the Exhibitors' area of www.milipol-paris.fr - Items « Practical informations » / Accommodation

Handling

Handling companies are available in the exhibition centre. You will be charged for this service.

For more information, please refer to the list of official suppliers in your Exhibitor Area on services.milipol.com

Tip

In order to facilitate your set up and take down operation, reserve your handler now.

Hygiene and Health Protection

➔ The Hygiene and Health Protection Document (PPSPS: Specific Safety and Health Risk Prevention Plan)

Any person wishing to enter the halls should carry a MILPOL PARIS 2015 access badge (exhibitor or supplier badge) and must be wearing the appropriate safety equipment, particularly safety shoes. Otherwise, access to the Exhibition halls will be refused.

Any person wishing to enter during Opening period should carry a Exhibitor Badge or a Service Badge (on demand at the Exhibitors Office in front of the Hall 5A).

The Hygiene, Safety and Health Protection document should be completed online in the Exhibitors area, printer, signed and returned to the Cabinet DOT at the latest by **25th September 2015**. Copies should be distributed to all of your suppliers and sub-contractors.

Access to the exhibition halls will not be authorised without a valid document.

Declaration of machines in operations

Complete this form online in your Exhibitors Area / My forms at the latest on 7th November 2015.

Technical services (Electricity, Water, Car Parking, Slings, Telephone, Internet, etc.)

Place all your orders, including for services from the Paris Nord Villepinte exhibition centre in the Exhibitors' area of the website services.milipol.com

VAT refunds

Following the entry into force on 1 January 2011 of the VAT package for exhibition services, the applicable VAT regulations have changed. The French tax authorities now consider (Directive 3 A-2-11 of 28 March 2011) that stand hire services where the provision of an exhibition space is the primary element of the service are property-related services and therefore remain taxable in the location of the event.

Consequently, certain services, including some of those provided by the organiser of the exhibition, will continue to include a **French VAT** charge: rentals of bare stands, admission fees, parking, technical services (electricity, cleaning, etc.), catering charges.

Foreign companies, whether based in or outside the EU, **which are liable to VAT**, may under certain conditions obtain a VAT refund. The form is provided on page 82 of this guide.

VAT is refunded on all types of costs, with the exception of the following expenses: accommodation (hotels, apartment rentals) for your company's staff and personal transport (taxis, car hire, petrol, trains, flights).

For any further information, please contact TEVEA International, our partner for questions related to the payment of VAT refunds.

TEVEA International
29-31 rue Saint Augustin – 75002 PARIS – FRANCE
Madame Antonella POLI
Tel.: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23
E-mail : mail@tevea.com mail@tevea.com - Internet : www.tevea-international.com
www.tevea-international.com

IMPORTANT

Only original invoices are accepted by the tax authorities for VAT refunds, so keep them in a safe place. If they are lost, no VAT will be refundable.

No copies, duplicates or certified copies will be accepted by the French tax authorities.

It is also forbidden to issue a second original copy of an invoice.

Exhibitor Restaurant Service

The MILIPOL PARIS 2015 trade show has developed with the Parc des Expositions de Paris Nord Villepinte restaurants a renewed and enriched restaurant offer to fulfil the expectations of visitors and exhibitors:

- **Brands** have come to the Exhibition Centre: Hippopotamus, Oliviers & Co, Lecoindre Paris, Fauchon, Manhattan Hotdog...
- **Take-out offers** are growing and offer a wider variety of products: sushis, vegetarian options, organic food, Mediterranean menus, club sandwiches, etc.
- In order to guarantee optimal service during MILIPOL PARIS 2015, the terrace areas have more seating and the menus and product information will be available in several languages.

For deliveries to stands, 1 supplier: ELIOR: +33 (0)1 48 63 32 00 – elior.villepinte@elior.com

Exhibitors can call on either the Center's caterers or on other caterers certified by the Centre.

The agreements are given by the Centre for the duration of the trade fair or for special events. Catering activity is subject to the payment to the Centre of a proportional fee amounting to 8% of total turnover excluding taxes.



List for certified caterers or agreement requests on demand to VIPARIS:

Myriam MOTTIN

Tel: +33 (0)1 40 68 14 46

Fax: +33 (0)1 53 30 68 99

E-mail: myriam.mottin@viparis.com

Removal of waste and debris

Exhibitors or their decorators are responsible for managing the waste generated during stand assembly and dismantling. Exhibitors must make every effort to ensure these operations are carried out.

You may order rental of trolleys and skips in your online shop on: services.milipol.com

IMPORTANT

To avoid any dispute over the clearance of your stand site, a **stand site clearance certificate** can be issued at the exhibitor's request by the Exhibition Management Office, at the latest by Saturday 22nd of November at 02.00 pm

Meeting rooms

You may reserve meeting rooms during the trade show.

Si vous souhaitez recevoir une proposition de location de salles, merci de bien vouloir vous contacter le Parc de Expositions de Paris Nord Villepinte :

• Karine PASCAL : karine.pascal@viparis.com - Tél.: +33 (0)1 48 63 31 12

Wi-Fi

If you want to use your own Wi-Fi equipment, you must first request authorization from the Viparis technical services, who will ask you to follow 3 rules:

1. Only use channel 1 for the 2.4 GHz frequency and channel 44 for the 5GHz frequency
2. The wifi/WLAN access point must be configured with a 5db radio signal
3. Your network name must be: aisle number + stand number _ company name. Example: H23_xxxx

If any of these 3 rules are not respected, the access point will be neutralized by Viparis.

Keep with you your administrator and user codes we will need them if we have to intervene.

If you have any questions about internet or Wi-Fi/WLAN, a specific assistance will be set at the Exhibitor's Office of Hall 5A, available on Monday 16th and Tuesday 17th of November 2015

Radio Frequencies

Temporary authorization of use of frequencies.

The use of radio devices on the site of Paris Nord Villepinte is subjected to specific regulations promulgated by the French public Authorities. Exhibiting companies who wish to temporarily run radio equipment have to fill beforehand an authorization request of temporary use of frequencies. To do it, they have to complete and send back by e-mail the "Declare your frequency" document (situated in the exhibitor space – dashboard) **before September 17th 2015.**

Agence Nationale des Fréquences
Pôle de Noiseau – Département Assignation Fixes et Mobiles
34B, Route de la Queue en Brie – Départementale 136 – 94880 NOISEAU
Tél. : +33 (0)1 45 18 73 30 – Fax : +33 (0)1 45 95 58 07
E-mail : tempo@anfr.fr - Internet : www.anfr.fr

The French regulations specify that **"the expenses of intervention caused by the use of a frequency or a radio installation without authorization when this one is required or apart the legal and statutory requirements, having caused or susceptible to cause the jamming of a regularly attributed frequency, give rise to the payment of a fixed tax by intervention. This tax is due by the responsible person."**

The ban of frequency scramblers

For safety reasons and for smooth running of the commercial communications on the show, the Organizer forbids the use of scramblers of frequencies on MILIPOL Paris 2015 exhibition.



Regulations



an event by
comeXposium
The place to be

Standard terms and conditions of exhibition floor space letting and stand equipment

1. APPLICATION AND ACCEPTANCE OF THE STANDARD TERMS AND CONDITIONS FOR THE LETTING OF EXHIBITION FLOOR SPACE AND STAND EQUIPMENT

The present standard terms and conditions (hereinafter referred to as the «Terms and Conditions») shall apply to all those exhibitors (hereinafter referred to as the «Exhibitors») who make a request for admission to the MILIPOL PARIS 2015.

- MILIPOL PARIS 2015 exhibition (hereinafter referred to as the «Exhibition») organized by COMEXPOSIUM SAS, registered share capital of 60.000.000 Euros, registered office, 70 avenue du Général de Gaulle, 92058 Paris La Défense Cedex, location and company registration number, RCS NANTERRE under the code 316 780 519, (hereinafter referred to as the «Organizer»). When applying to reserve a stand, the Exhibitor undertakes to read the Terms and Conditions, the Exhibitor's Guide, the Standard Regulations for Commercial Events and, where available, any specific Regulations of the Exhibition. The Exhibitor shall be deemed to have accepted the Terms and Conditions as well as any other documents to which they refer, and the Exhibitor thereby agrees to waive reliance upon any alternative and/or contradictory documentation, in particular its own standard terms and conditions of purchase, upon admission to the Exhibition. Any reservations or modifications made by the Exhibitor in whatsoever manner to the Terms and Conditions or any other documents to which they refer shall be deemed null and void. Furthermore, it is expressly agreed that under no circumstances shall admission to the Exhibition oblige the Organizer to admit the Exhibitor to any future Exhibitions or any other events organized by the COMEXPOSIUM group to which the Organizer belongs and shall not confer upon the Exhibitor any booking rights or priorities in respect thereof.

2. ADMISSION

- All Exhibition stand reservation applications shall be subject to an initial review by the Organizer, which shall be the only party duly authorized to validate the reservation application. During this initial review, the following matters (this list is intended to be indicative and not exhaustive) shall be taken into account:
- the creditworthiness of the applicant,
- the compatibility of the applicant's activities with the nomenclature of the Exhibition,
- the match between the products or services offered by the applicant and the positioning of the Exhibition,
- the neutrality of message that the applicant could deliver at the Exhibition. All proselytising and/or militarism that could interfere with the smooth running of the Exhibition is strictly prohibited.
- Any stand reservation applications received from Exhibitors that are a debtor of, and/or party to, any dispute or litigation with the Organizer or a company within the COMEXPOSIUM group shall be refused.

Except in the event where the Organizer, within one month of receipt in writing of an Exhibitor's stand reservation application, rejects an Exhibitor's application and refuses admission, submission of a signed application form shall be deemed to be final and irrevocable and shall oblige the Exhibitor to pay in full all amounts due in respect of its participation as Exhibitor and/or its request for an equipped stand. In the event that an Exhibitor submits a stand reservation application online via the Exhibition website, the Exhibitor shall be fully and irrevocably liable for payment in

full of all amounts due in respect of its participation as Exhibitor and/or its request for an equipped stand upon

receipt of written confirmation of participation in the relevant Exhibition, which (except where an application is refused) shall be sent by email by the Organizer within one (1) month of the online validation of the stand reservation application. The Organizer reserves the right to accept or reject stand reservation applications at its discretion and the Organizer shall not be held liable for any damage or interest in respect thereof. The Organizer reserves the right to reject any stand reservation applications received or validated online after the application deadline has passed (the post-mark shall serve as proof of date for stand reservation application forms sent by post). After this date has passed, the Organizer shall not guarantee the availability of any equipped stands.

3. METHODS OF INVOICING

All prices indicated on the Organizer's documentation or on the Exhibition website are expressed in euros exclusive of taxes. In accordance with legislative and regulatory requirements the prices shall be increased at the point of sale to include the addition of Value Added Tax at the rate applicable at that time.

4. METHODS OF PAYMENT

Payment of amounts due under the Terms and Conditions or any other agreement entered into shall be made as they fall due and in the following manner:

- -the first instalment: shall be paid at the time that the registration application form is sent by post or submitted and validated online, by cheque or direct funds transfer or, in the event that the reservation application is submitted on-line, by debit card. In the event that the Organizer should refuse the application, it is hereby expressly agreed that applicant shall be reimbursed for this amount. - outstanding participation fee: shall be paid no later than fifteen (15) days after the date of issue of the balancing invoice, by cheque or direct funds transfer. No discounts are available for early payment or payments on account.
- All registrations made within thirty (30) days of the start of the Exhibition shall be accompanied by payment in full of the Exhibition participation fees and/or the costs of any equipped stands requested. All requests for an equipped stand submitted after registration shall be payable in full at the time of request. All amounts should be made payable to the Organizer and must be in euros.
- 5. SECURE PAYMENT AND PROOF OF TRANSACTION IN THE EVENT OF AN ONLINE APPLICATION
- The Exhibition website uses a secure payments system and the Organizer has adopted the ATOS SSL encryption procedure, which encodes and protects confidential information. Unless proven otherwise, data recorded by the Organizer shall constitute proof of all dealings between the Organizer and the Exhibitor. Data recorded by the payment system shall constitute proof of any financial transactions.
- 6. LATE PAYMENT OR FAILURE TO PAY
- Any amounts that remain outstanding upon expiry of the payment date set out on the invoice, whether or not that date is the same as that which is set out on

the registration form or in the summary of the online reservation application, shall give rise to the application of late payment interest rates equal to three times the statutory interest rate in effect and starting from the day following the payment date set out on the invoice. In the event of non-compliance with the payment deadlines set out in clause 4 "Methods of Payment" above, a flat-rate indemnity of Euros 40 in respect of recovery fees shall be required by the Organizer in addition to any late payment penalties referred to above. It is hereby expressly agreed that this flat-rate indemnity shall not preclude any other fees incurred by the Organizer in recovering unpaid invoices. Stands shall only be made available to Exhibitors once full payment has been made. Once a stand has been allocated to an Exhibitor, the balance must be paid on or before the date indicated on the invoice. In the event that the balance remains outstanding after the payment date, the Organizer reserves the right to make the allocated space available to another applicant and/or to prohibit the Exhibitor from occupying that space; that notwithstanding, the Exhibitor shall remain liable to pay the outstanding balance to the Organizer.

7. V.A.T.

Exhibitors from outside France have the option to obtain a V.A.T. refund as follows: *For countries that are members of the European Union:

- Submit the refund request via the appropriate online State portal where the Exhibitor is registered in accordance with the provisions of Directive 2008/9/CE of 12 February 2006. In France, this is the fiscal portal at www.impot.gouv.fr.
- A digital copy of the original invoices for all sums over Euros 1,000 must be attached and submitted with the online refund request.
- The refund request must be submitted on or before 30 September of the calendar year that follows the refund period.
- For countries outside the European Union: The Exhibitors concerned must without fail appoint a tax representative in France to carry out this and any other tax formalities.

8. WITHDRAWAL

- The Exhibitor shall notify the Organizer in writing of any cancellation. In the event that the Exhibitor partially (by reducing the surface of its stand area) or fully cancels its participation in the Exhibition and/or its request for an equipped stand, on any date and for whatsoever reason, the Exhibitor shall nonetheless remain liable for the payment of all outstanding amounts due in respect of its participation and/or stand. Furthermore, any amounts already paid in respect of rent for a stand area and/or a request for an equipped stand, shall be retained by the Organizer and the Exhibitor shall remain liable for the payment of any outstanding amounts, which shall fall due forthwith irrespective of the dates set out on any invoice or registration form, whether or not the reserved stand is allocated to another Exhibitor. Moreover, the Exhibitor shall pay compensation to the Organizer of an amount equivalent to 15% of its order in respect of its attendance at the Exhibition and/ or its request for an equipped stand. It is hereby expressly agreed that in the event that an Exhibitor has not occupied their allocated stand area twenty-four (24) hours before the opening of the Exhibition, the Exhibitor shall be deemed to have cancelled its participation in the Exhibition and the aforementioned provisions shall apply.

9. INSURANCE

9.1. Exhibitor's property and civil liabilities

The Organizer is not liable for any damages or losses caused by an Exhibitor to a third party, or any damage suffered by the Exhibitor's property. Consequently, the Exhibitor undertakes to subscribe to the necessary insurance policies that cover its actions during the Exhibition. The Exhibitor undertakes in particular to subscribe to, prior to the Exhibition setup date, and with insurance companies that are certified to provide insurance in France, insurance policies covering:

- Financial consequences of any liability claims for any bodily injury, material damage and consequential financial loss caused to third parties, including to the Site Manager and Site Owner, due to its activities during its participation in the Exhibition (including during the set-up and break-down phases).
- Financial consequences of any civil liability claims for property losses at the Site, whether they are consequential or not, caused to the Site Manager and/or Site Owner, during the Exhibitor's occupation of the Site. Tenant risk insurance must be obtained for minimum damage cover of €3,000,000.
- Damages or losses caused to property owned by the Exhibitor or placed in its care. Given this, the Organizer offers a loss and damage insurance policy the Exhibitor can take, subscribed to by Comexposium Assurances, under the specific conditions stated in sub-clause 9.3 below. The Exhibitor must provide proof of its subscription to such insurance policies by sending a copy of the insurance certificate to the Organizer within thirty (30) days of signing the participation file or receiving online validation of the stand reservation application. If the Exhibitor does not provide proof of its property damage insurance policy, the automatic insurance cover offered in the participation file or the online stand reservation application will be automatically invoiced to the Exhibitor by the Organizer in order to meet the requirements of the site manager company.

9.2 Insurance offered by the Organizer:

a) Automatic insurance covering the Exhibitor's property: The Organizer offers Exhibitors the option of taking out insurance cover subscribed to by Comexposium Assurances on behalf of its Exhibitors. This insurance policy covers any damage to property held by Exhibitors who have subscribed to it by accepting the proposed insurance in the participation file. The amount of cover is specified in the Insurance Regulations appended to the participation file and is also accessible on the Exhibition website, subject to any changes to the insurance conditions. By taking the proposed insurance, as detailed in the appended Insurance Regulations, the Exhibitor is taking cover with Comexposium Assurances, who is the policy subscriber.

b) Supplementary insurance cover for the Exhibitor's property: The Exhibitor may submit a request to the Organizer to subscribe to insurance for:

- Property damage or losses: additional insurance on top of the amounts covered by the principal policy upon payment of a premium calculated from the additional capital value.
- Plasma screens: a specific insurance policy must be subscribed to.

9.3. Waiver of recourse

a) Against the Site Manager and/or Site Owner companies: By executing the commitments undertaken by the Organizer towards the Site Manager and/or Site Owner companies, the Exhibitor, by the mere fact of its participation, declares that it waives all recourse that it or its insurers may be entitled to make against these companies and their respective insurers, for any direct or indirect losses the latter

parties may cause to its property, equipment or fittings as well as any caused to that of its agents, as well as for any operating losses and/or extra costs regardless of the cause, with the exception of malicious acts. In addition, the Exhibitor declares it waives all recourse against the Site Manager and/or Site Owner companies and their respective insurers in the case of one of the following events occurring, with harm caused to the Exhibitor:

- In the event of fire damage, theft, water damage, humidity or any other situation affecting the Exhibitor's own property, it must insure itself against these risks.
- In the event of abnormal actions by other Site occupants, their staff or suppliers, or visitors.
- In the event of interruption or inadvertent functioning of the water, gas or electricity supply, the air conditioning or other general systems, and the suspension or shut-down, even for an extended period, for a reason outside the control of the Site Manager and/or Site Owner companies of fluid systems including the automatic fire extinguisher network, heating and air conditioning systems, or any of the equipment items shared by the Site.
- In the event of contamination of the heating, water or air conditioning networks for a reason outside the control of the Site Manager and/or Site Owner companies.
- In the event of security measures taken by the Site Manager and/or Site Owner companies and/or by any government authority, should these cause harm to the Exhibitor. The Exhibitor undertakes to obtain the same waiver from its insurers.
- b) Against the Organizer: The Exhibitor also declares it waives all recourse that it or its insurers may be entitled to make against the Organizer and its insurers in regard to direct or indirect damage that its property, equipment and fittings may suffer as well as that of its agents, as well as for any operating losses and/or extra costs regardless of the cause, with the exception of malicious acts. The Exhibitor undertakes to obtain the same waiver from its insurers. It is further specified that, on the basis of reciprocity and exception made of malicious acts, the Organizer and its insurer waive any claim against the Exhibitor and its insurer for damage affecting any property, equipment and fittings belonging to the Organizer and for which the Exhibitor is responsible. It is further specified that this waiver is not applicable for any loss or damage that may affect the Site's buildings, fittings and equipment owned by the Site Manager and/or Site Owner companies and that has been given into the care of the Exhibitor.

10. ATTRIBUTION DES EMPLACEMENTS

10. ALLOCATION OF STANDS

The Organizer shall draw up an Exhibition floor plan and shall allocate stand areas as applications are received and taking into account the different sectors of the event. The Organizer shall use their best endeavours to take into account the wishes of the Exhibitors and the nature of the products exhibited. So as to be able to do this, and taking into account the inherent constraints imposed in the placement of Exhibitors, the Organizer reserves the right to modify the surface area requested by the Exhibitor, up to a maximum of 20%, and to modify the corresponding invoice accordingly. Such modifications shall not give rise to any right for the Exhibitor to cancel its participation in the Exhibition. It is hereby expressly agreed that the Organizer shall have exclusive discretion to determine the allocation of stand areas. Participation by an Exhibitor in any previous events shall not confer upon the Exhibitor the right to be allocated any particular stand area(s). Any complaints made

by an Exhibitor in respect of the allocation of stand areas should be addressed in writing to the Organizer no later than seven (7) days from receipt of the Exhibition floor plan. Any such complaints must be supported by documentation that clearly sets out the serious nature of, and/or the reasons for, the complaint. Where the Exhibitor complies with the provisions set out in the present clause, the Organizer shall use its best endeavours to meet a request to change an allocated stand area. Where the Exhibitor has not referred back to the Organizer upon expiration of the seven (7) day period starting from receipt of the floor plan, it shall be deemed to have accepted the stand area allocated to it. Under no circumstances whatsoever shall the Organizer be held liable for any consequences arising from the placement of a stand area allocated to an Exhibitor.

11. SUBLETTING/SHARED EXHIBITING

Exhibitors may not provide any advertising services of any nature on any media for a company that is not itself an Exhibitor. Furthermore, the Exhibitor is prohibited from assigning or subletting any stand or part of any stand area that it has been allocated without prior written agreement from the Organizer. Where the Organizer agrees to the subletting by the Exhibitor of all or part of an allocated stand area, the Exhibitor shall pay the requisite registration fees for each of the companies present at the allocated stand area. The Exhibitor undertakes to ensure that any sub-lessee of its stand area shall comply with the Terms and Conditions. The Exhibitor hereby acknowledges that it shall be liable for any breach of the Terms and Conditions committed by any sub-lessee of its stand area. Moreover the Exhibitor hereby indemnifies the Organizer against any action, claim, charge, judgment and/or miscellaneous disbursements that may arise as a consequence of the presence of any company at its allocated stand area and/or their participation in the Exhibition.

12. STANDS

Information regarding the installation and removal of stands is available in the Exhibitor's Guide. a) Stand layout and decoration

- The presentation of products shall only be permitted inside the stand area and in a manner that does not encroach upon the pathways and so as not to interfere under any circumstances with neighbouring stands. In the event that the Exhibitor breaches the provisions of the present sub-clause the Organizer may remove the Exhibitor's products and/or materials and the Exhibitor shall bear any costs arising therefrom. The Exhibitor shall create an ambience that properly reflects the products it is exhibiting and shall pay particular attention to the general decoration of its stand(s). All materials and products shall be displayed in an aesthetically pleasing manner. The use of stalls is strictly prohibited. Merchandise shall be kept in a storeroom. The Exhibitor shall comply with the maximum height regulations for the stands and brand signs as set by the Organizer (refer to the Exhibitor's Guide for further details). No decoration on any stand shall exceed the height limits set out in the aforementioned regulations without the prior written agreement of the Organizer. Any breach of the provisions of the present sub-clause may result in the immediate disassembly of the Exhibitor's stand and the Exhibitor in breach shall bear any costs arising therefrom. Where the Exhibitor is allocated an island stand, it shall not construct supplementary partitions without obtaining prior written agreement from the Organizer. The Exhibitor shall, within the timeframe set out by the Organizer, submit a draft layout of materials and equipment to the Organizer for approval. Exhibitors are hereby expressly reminded that they must obtain approval from the

Organizer, or a service provider duly appointed by the Organizer, for their layout plan.

b) Stand use - compliance with applicable laws and regulations The Exhibitor undertakes to comply with any laws and regulations applicable to the carrying out of the activity(ies) and/or provision of the service(s) that it wishes to develop within the scope of its participation in the Exhibition. To this end, the Exhibitor undertakes to make any obligatory declaration(s) and to obtain any necessary approval and/or authorization(s) (and in particular, in the event that it sells or gives away drinks to be consumed on the premises) and all in a manner such that under no circumstances shall the Organizer have cause to be concerned. Furthermore, the Exhibitor undertakes not to cause any discomfort (noise, odour etc.) to neighbouring Exhibitors and not to interfere with or negatively *impact the organization of the Exhibition.*

c) Degradations Except where stated otherwise, the stand area and any materials that shall be made available to the Exhibitor shall be deemed to be in good condition. The rented stand and/or any materials provided as part of the layout and/or decoration of the stand shall be returned to the Organizer in good working order. The repair of any degradations caused to the building or land let to the Exhibitor and identified when the stand space is returned to the Organizer shall be invoiced directly to the Exhibitor.

13. PERMITTED PRODUCTS, BRANDS AND SERVICES

The Exhibitor is prohibited from exhibiting at its stand any products, brands or services other than those set out on its registration form or its online stand reservation application and which are accepted by the Organizer. Moreover, the Exhibitor hereby declares and warrants that it holds all rights relating to the products and/or services exhibited, or in the alternative case, that is has been authorized by the rights' holder(s) to exhibit the products, brands or services at its stand. The Exhibitor hereby warrants that the products and/or services it exhibits comply with any applicable safety standards in force and hereby accepts full liability for any defects of the aforementioned products and/or services, such that under no circumstances shall any party be able to impart any liability to the Organizer in relation to the aforementioned products and/or services.

14. INTERNET SERVICES

The Exhibitor shall be exclusively liable for the contents of any information supplied by it for the purposes of publication on the Exhibition website, and in particular for information related to its products and/or services and the characteristics, performance and prices etc. thereof. The Exhibitor hereby warrants that the aforementioned information is lawful and in particular that it complies with any applicable regulations in force relating to the name, the description, the offer, the presentation, the user manual and the description of the scope and terms and conditions of any guarantee for any goods, products or services that may be published online and generally, that any information complies with any publicity and/or consumer protection laws in force. The Exhibitor shall be exclusively liable for the publication of all texts, logos, illustrations, photographs and pictures, products and brands and only the Exhibitor shall hold any reproduction rights in relation thereto. The Exhibitor hereby agrees to indemnify the Organizer against any voluntary or judicial proceedings brought by any third party.

15. ILLICIT TICKET TOUTING

The act of offering for sale or showing with the intention to sell or transfer or supplying with the intention to sell or transfer any Exhibition access passes (entry passes, invitations, tickets etc.) in a public or private place or on the Internet, without the authorization of the Organizer, is a criminal offence punishable by questioning and arrest by the

police and a fine of €15,000. In the event that such an offence is repeated, the fine is increased to €30,000.

16. INVITATION CARDS

The copying or re-sale of invitation cards is strictly prohibited and shall be subject to prosecution and/or other sanctions. Furthermore, in the event that any fraudulent use of an invitation card is brought to its attention, the Organizer reserves the right to withdraw the invitation.

17. DEMONSTRATIONS AND OTHER EVENTS

a) Demonstrations

Demonstrations may only be held at the Exhibition for those products that require a specific technical explanation. Furthermore, such demonstrations may only take place where the Organizer has given a special prior written authorization. Demonstrations on a raised podium are strictly prohibited. Demonstrations carried out using a microphone, or which harangue or solicit in whatsoever manner, are strictly prohibited. Any full or partial closure of an Exhibitor's stand during normal opening hours to the public and, in particular, during any demonstration, is strictly prohibited without express prior written authorization from the Organizer.

b) Other events All attractions, shows or animations taking place within an Exhibitor's stand area must be authorized in advance by the Organizer. To this end, the Exhibitor shall provide to the Organizer specific details of any such project (such as the materials and sound sources intended to be used, the type of animation intended to be put on/displayed etc). In any event, the power of any loud speakers intended to be used may not exceed 30 decibels (dB) and they shall be turned inwards towards the interior of the stand and angled towards the floor. The sound level shall not exceed 85 decibels (dB).

c) Under no circumstances shall any demonstration or event take place in a manner so as to interfere with the neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the provisions of the present sub-cause, the Organizer reserves the right to revoke any authorization for the relevant demonstration or event forthwith and without further notice.

18. ADVERTISING

All advertising using sound or lighting must comply with the regulations concerning the decoration of the Exhibition and shall be subject to the prior written agreement of the Organizer. Any such agreement shall be conditional upon the advertising not interfering with any neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the present sub-cause, the Organizer reserves the right to revoke any authorization for the relevant demonstration or event forthwith and without further notice. Distribution in the Exhibition pathways and within the entrance hall of the Exhibition, of brochures, flyers, vouchers or other printed matter intended to encourage Exhibition visitors to go to the Exhibitor's stand, is strictly prohibited. Only those brochures, flyers, vouchers or other printed material that are displayed and offered within the interior of the Exhibitor's stand are authorized. Any documentation given to any visitor to an Exhibitor's stand, such as a business card or order form, shall bear the brand or trade mark or the company name of the Exhibitor as set out on its registration form.

19. SALES METHODS/UNFAIR COMPETITION

The Exhibitor is hereby reminded that the French Consumers Code [le Code de la Consommation] expressly

prohibits sales at a premium (article L 121-35 of the Consumers Code), sales at loss (article L 442-2 of the Consumers Code), pyramid selling (article L 122-6 of the Consumers Code) and related sales transactions (article L 122-1 of the Consumers Code) as well as false sales. Any sale by auction shall comply with the applicable legislation in force (law number 2000-642 of 10 July 2000 relating to the regulation of voluntary sales of chattels by public auction). The exhibitor undertakes to remind visitors that any purchases made at the Exhibition, other than those subject to a consumer credit agreement (article L311-12 of the Consumers Code) and those arising from a personal invitation to come to a stand to receive a gift, shall not benefit from the right to cancel the purchase. The Exhibitor is hereby expressly prohibited, for the entire period of the Exhibition, from engaging in acts of unfair competition such as conducting surveys and distributing advertising items outside its stand area, where such surveys or distribution give rise to the diversion of visitors to the Exhibition in favour of the Exhibitor. The Exhibitor is obliged to ensure that any agreements it enters into with visitors to the Exhibition are executed in good faith.

20. COUNTERFEIT ITEMS

The Exhibitor shall personally undertake to ensure the protection of any intellectual/industrial property rights related to the materials, products, services and brands exhibited in accordance with any applicable legislation or regulatory provisions in force, and the Organizer shall not be held liable for any failure on behalf of the Exhibitor to comply with the provisions of the present clause, in particular in the event of any action brought by another Exhibitor or a visitor to the Exhibition. In the event that a competent court finds that the Exhibitor has breached the provisions of the present clause, the Organizer reserves the right to oblige the Exhibitor to comply with any stipulations made in the court's findings. Failing that, the Organizer reserves the right to refuse entry to the Exhibitor or to enforce any sanctions referred to in the Terms and Conditions without giving rise to any claims or compensation of whatsoever nature by or for the Exhibitor.

21. DISPLAYING PRICES

Prices shall be displayed clearly using the French language and shall be inclusive of all taxes and in compliance with any applicable legislation in force so as to ensure that the general public is properly informed thereof. Any price reduction announcements (discount, rebate or repayment) made by way of labelling, marking or display shall be in accordance with any applicable legislation and regulations in force relating to the provision of prices to consumers, and may only be effected inside the stand area by way of notices such as small posters. The maximum size of any such notices or posters shall be 30cm x 20cm.

22. SALES FOR TAKE AWAY

Unless stated otherwise, any sale whereby a purchaser may take immediate possession at the Exhibition of the purchased items is prohibited. In any event, and where authorised to sell such items, the Exhibitor hereby undertakes to comply with any applicable regulations in force on the day(s) of the Exhibition relating to the sale of items for immediate take away.

23. SACEM DECLARATION

Exhibitors wishing to play music at their stands must give the Organizer prior written notice of the same. It is furthermore hereby expressly stipulated that the Exhibitor shall be exclusively liable for compliance with any intellectual property regulations and/or legislation relating to the playing of music. Thus the Exhibitor shall make any necessary declarations relating to the playing of music to SACEM [the French collecting society] and hereby undertakes to make any requisite payments. The Exhibitor

hereby indemnifies the Organizer against any claims and/or action brought by any third party as a consequence of its failure to comply with the provisions of the present clause.

24. TAKING PHOTOS/BRANDS

The exhibitor hereby and for no charge expressly authorizes the Organizer and the COMEXPOSIUM group:

- to take, should they wish to do so, photographs and/or films featuring the Exhibitor and/or members of its team, as well as any products exhibited at its stand.
- to use any such images freely on any media and in particular for the purposes of advertising material (including on the Internet) in France and worldwide and for a duration of five years beginning from the date of their Exhibition registration form;
- to cite and reproduce, for no charge, its trade mark or company name as a commercial reference for the purposes of communication on any medium whatsoever (in particular the Internet) whether in France or elsewhere and for a period of 5 years beginning from the date of their Exhibition registration form.

Any Exhibitor who does not wish for all or part of their stand or any elements thereon (logo, trade mark, model) or any members of their team to appear in photographs or films and/or on the Internet by way of advertising material promoting the Exhibition, must advise the Organizer of this in writing before the start of the Exhibition. Furthermore, any Exhibitor wishing to take photographs of the Exhibition must inform the Organizer in writing of the same before the start of the Exhibition. Furthermore, the Exhibitor shall personally ensure it possesses all necessary authorizations to take photographs of the Exhibition and shall be exclusively liable for complying with any image rights enjoyed by Exhibitors.

25. CATALOGUE

Only the Organizer shall be authorized to publish or have republished and to distribute the catalogue at the Exhibition. All information deemed necessary by the Organizer for the purposes of editing the catalogue shall be supplied to the Organizer by the Exhibitor, which shall be liable for the same. Under no circumstances shall the Organizer be liable for any omissions or errors of reproduction or composition which may occur.

26. REGULATIONS

Exhibitors shall be familiar with and shall comply with any applicable regulations in force at the time of the Exhibition as issued by any competent public office or by the Organizer, in particular the no-smoking rules that apply to the public areas, the Fire Safety Regulations and the Health and Safety [Protection] Regulations. The Fire Safety Regulations and the Health and Safety [Protection] Regulations shall be communicated to the Exhibitor by way of the Exhibitor's Guide. The Organizer hereby strictly prohibits the operation of any stand that does not conform to the aforementioned regulations.

27. EXHIBITOR'S GUIDE

All information relating to the Exhibitor's participation in the Exhibit shall be supplied to the Exhibitor once a stand has been allocated, by way of the Exhibitor's Guide which is sent to each Exhibitor and which is available on the Exhibition website. The Exhibitor hereby undertakes to comply with the security provisions and the customs formalities, as well as the limitations imposed on the fitting out and decoration of the stands.

28. CUSTOMS

Each Exhibitor shall be responsible for carrying out any applicable customs formalities in respect of any materials and/or products originating from abroad. The Organizer shall not be held liable for any difficulties arising in

connection with such formalities. The Exhibitor hereby indemnifies the Organizer against any claims and/or actions arising in relation to the customs regulations and formalities and shall pay compensation to the Organizer for any loss suffered as a consequence of its failure to comply with the applicable customs formalities.

29. CANCELLATION OF THE EXHIBITION DUE TO A FORCE MAJEURE EVENT

In the event that the Organizer cancels the Exhibition due to a force majeure event as recognized by French jurisprudence, the Organizer shall notify the Exhibitor(s) forthwith. In the event of cancellation due to a force majeure event, the Organizer shall not be held liable for any loss or damages but shall return to the Exhibitor any amounts paid to it by them.

30. THE ORGANISER'S LIABILITIES

The Organizer shall not be held liable for any injury or commercial loss that the Exhibitor may suffer for whatsoever reason.

31. COMPLAINTS AND DISPUTES - GOVERNING LAW - JURISDICTION

All complaints shall be sent by registered post with recorded delivery within 10 (ten) days of the end of the Exhibition. The parties shall endeavour to settle amicably and forthwith, any dispute that may arise between them in relation to the interpretation and/or the execution of the Terms and Conditions. Any dispute that cannot be settled in this manner shall be subject to the exclusive jurisdiction of the competent court(s) of Nanterre, France. Participation in the Exhibition, as well as any acts undertaken as a consequence of this participation, shall be subject to French laws and regulations.

32. TOLERANCE

Any tolerance shown by the Organizer in respect of any partial or complete failure by the Exhibitor to carry out any provision(s) set out in the present Terms and Conditions shall under no circumstances, irrespective of the duration or frequency thereof, give rise to any rights for the benefit of the Exhibitor nor shall such tolerance modify, by any means or in any manner, the extent of or performance of the Exhibitors obligations as set out herein.

33. INVALIDITY

In the event that one or more provisions of the Terms and Conditions are found to be invalid and/or unenforceable or declared as such under any law, regulation or following the decision of a competent court, the remaining provisions shall remain applicable.

34. SANCTIONS

In the event of any breach of the Terms and Conditions and/or any general regulations, the Organizer, having given formal notice in the presence of a bailiff in respect thereof and where the breach remains unremedied, shall have the right to close the corresponding Exhibitor's stand forthwith and prevent the Exhibitor from entering the stand area, without such an action giving rise to a right to claim material or non-material damages from the Organizer in respect thereof. The Exhibitor shall be liable for any costs arising from the intervention of the Organizer (bailiff's fees and/or fees relating to the closure of the stand). In any event, once any breach has been identified, the Organizer shall have the right to terminate this contract without incurring liability for any losses suffered by the Exhibitor, and shall have the right to repossess the stand area forthwith. Furthermore and in addition to the previous paragraph(s), the Organizer shall have the right, for a period of three (3) years, to refuse the Exhibitor admission to any Exhibition held by any company within the COMEXPOSIUM group.

General rules and regulations governing exhibitions



CHAPTER 1: GENERAL PROVISIONS

01.01 These rules and regulations are general and apply to all exhibitions organised by Federation members.

All the events listed in Article R762-4 of the French Commercial Code (Code du commerce) *inter alia* are classified as exhibitions. No exhibition has any connection with previous or subsequent sessions: it is a single event defined by a name, place, date and a description of the products and/or services offered to the public, commonly known as the "nomenclature". These rules and regulations will, if necessary, be supplemented by special rules and regulations specific to each event, or by a "guide" or "exhibitors' manual".

The term "special rules and regulations" means the provisions specifically applicable to any such exhibition which supplement the general rules and regulations governing all exhibitions. The special rules and regulations may not contradict the general rules and regulations in any event. The special rules and regulations may be supplemented by a "guide" or "exhibitors' manual" if necessary.

The term "guide" or "exhibitors' manual" means the document given, sent or made available online by the organiser at the time when the exhibitor applies to take part in the exhibition, containing information relating to the exhibition, the rules and regulations, forms on which to order services and all other relevant information affecting the exhibitor's participation in the exhibition. All of the provisions of this document will apply to the exhibitor.

The term "stand" means the space taken up for the presentation of products or services, or the space in which customers or players operating in the same sector are brought together.

The term "exhibition catalogue" means an electronic or paper document containing a list of the exhibitors, their contact details, the stand numbers and all other information relating to the exhibition.

"In the event of doubt about a particular definition, please refer to ISO document 25639-1 International Standard – Exhibitions, shows, fairs and conventions".

By signing the registration form, exhibitors accept all of the requirements laid down therein as well as any that may be imposed in the event of special or new circumstances. In addition, they undertake to comply with all of the statutory and regulatory requirements in force, particularly labour legislation and safety regulations.

01.02 The organiser alone shall determine the place, duration, opening and closing times of the event, the price of the stands, and the admission price as well as the closing date for registrations. It alone shall determine the categories of persons or companies allowed to exhibit and/or visit the event, as well as the nomenclature of the products or services presented.

CHAPTER 2: APPLICATION TO PARTICIPATE AND FOR ADMISSION TO EXHIBIT

02.01 Persons/entities wishing to participate should complete the application form prepared by the organiser, which is available electronically or on paper. Potential exhibitors will not be deemed to have been admitted to exhibit merely because they have requested an application form, nor because an application form has been sent, nor because a reservation cheque has been collected.

02.02 The organiser shall process the exhibitors' applications to participate and rule on the admissions. Admission only becomes effective when written confirmation is sent to the exhibitor.

02.03 The organiser will have sole discretion with respect to the definition and organisation of the products and/or services offered at its exhibition. The organiser (or the selection committee) therefore reserves the right to reject, provisionally or permanently, any application to participate that does not comply with the required conditions, either with respect to the stipulations laid down on the application form, or with respect to those contained in the general rules and regulations governing exhibitions and/or the special regulations or the nomenclature of the exhibition, or else in the light of Public Policy or the defence of certain protected interests.

02.04 An application may be rejected provisionally or permanently for any of the following reasons, *inter alia*: failure to provide all the necessary information; failure to make payments or provide guarantees required by the organiser; non-observance of prior obligations and in particular of these general rules and regulations; applicant's non-compliance or the non-compliance of its products or services with the purpose, spirit or image of the event; the exhibitor's going into court-ordered administration; the exhibitor's proven insolvency; failure to obtain administrative or judicial authorisations allowing it be present at the event; the risk, due to its presence, of interference with the protected interests of consumers and of young people; and more generally the risk, due to its presence, of breaches of Public Policy, of interference with other exhibitors' pursuit of their activities, or with visitors' safety and enjoyment.

02.05 The exhibitor must inform the organiser of any element or event that occurs or is disclosed after its application to participate, that would justify reconsideration of its application to participate in the light of articles 02.03 and 02.04 of these rules and regulations.

02.06 In addition, the organiser reserves the right to request, at any time, additional information relating to the foregoing and, if appropriate, to reconsider an admission decision that was made on the basis of deceptive or erroneous information or information that has become inaccurate.

The down-payment made will then remain the property of the organiser, which also reserves the right to seek payment of the price in full.

02.07 The right arising from admission to the event is personal and non-transferable. Admission does not create any right to be admitted to any other event organised by the organiser.

02.08 Unless the organiser has allowed a departure from the normal rule on the basis of an explicit request on their part, groupings may exhibit on collective stands only if each business that is a member of the grouping has been admitted individually and has undertaken to pay the registration fees.

CHAPTER 3: REGISTRATION AND PARTICIPATION FEES

03.01 The application or applications for participation must, under penalty of immediate rejection, be accompanied by the first payment set by the organiser. The organiser may be entitled to retain the administrative or registration fees, whether the application for participation is accepted or not.

03.02 The organiser will be entitled to retain the total amount of the fee charged for participation in the event after written notice of the admission decision has been sent to

the exhibitor. Should the balance not be paid on the stipulated date, or should any of the payments not be made on any of the stipulated dates, the exhibitor's admission to exhibit will be terminated, without any formal warning, and the organiser will be entitled to retain the down-payment already made, irrevocably.

03.03 The organiser also reserves the right to seek payment of the balance of the payable price, even if the exhibitor has not participated for any reason whatsoever, in spite of being admitted to exhibit. If an exhibitor does not occupy its stand on the day on which the event opens, for any reason whatsoever, or by the organiser's set up deadline, it will be deemed to have given up its right to exhibit. Without prejudice to any other measures that may be taken, the organiser may dispose of the absent exhibitor's stand, without the exhibitor being entitled to claim any reimbursement or indemnity, even if the stand is assigned to another exhibitor.

03.04 The special rules and regulations applicable to each event may, if appropriate, lay down the conditions under which the exhibitor may cancel in appropriate cases, and the procedures to be followed, even though it has been definitely admitted to the exhibition.

CHAPTER 4: ASSIGNMENT OF PLACES

04.01 The organiser shall draw up the event plan and assign the places.

04.02 The organiser or selection committee may, within the framework of the special rules and regulations for each event, determine the maximum space available for each type of activity or service marketed and/or the maximum number of exhibitors. The acceptance of each exhibitor's application for participation will then depend upon the places that are still vacant in the business sector considered when the application for participation is made. In order to take account of the specific features of each event, the organiser or the selection committee will, however, retain the right to change the distribution initially planned, considering the objective elements to be applied to all exhibitors.

04.03 Unless the organiser or selection committee stipulates otherwise, admission to exhibit does not confer any right to occupy a specific place. Participation at previous events does not create an established right to a specific place for the exhibitor.

04.04 When the lots are drawn up and the places allocated, the organiser and the selection committee shall make every effort to take account of the wishes expressed by the exhibitors, the nature and interest of the items or services that they propose to present and the layout of the stand that they envisage setting up.

04.05 If the venue at which the event is to be held so allows, the plans filed and the descriptions of the lots shall include dimensions that are as precise as possible, and specify the places and types of activity that will be organised during the exhibition. When the exhibitor has been informed by the organiser of the advantages and possible disadvantages of its stand being close to the activities, and if it did not object to the location before the beginning of the exhibition, it will be deemed to have accepted any inconvenience and agrees not to bring any action against the organiser in connection with its direct environment, of which it was not previously informed.

04.06 Should there be an absolute need, the organiser reserves the right to amend the following items whenever it deems it useful to do so, in the interests of the event, and at any time, before or during the event, without having to give prior notice thereof to the exhibitor: the general and specific decoration, the opening times and the schedule of the activities; provided this does not significantly change the initial contract that was signed between the organiser and the exhibitor. Should this contract be changed significantly,

the organiser shall make every effort to find a solution that is acceptable to the exhibitor.

CHAPTER 5: BUILD UP, SET UP AND CONFORMITY OF THE STANDS

05.01 The "guide" or "exhibitors' manual" specific to each event, as defined in article 01.01, will determine inter alia the time available to the exhibitor, before the opening of the event, when it will be able to fit out its stand and store any items that it will need during the event at the stand.

05.02 During the build up period, the exhibitor is required to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF (Foire, Salons, Congrès et Evénements de France or French Federation of the Exhibition and Meeting Industry) and adopted at its General Meeting on 2 July 2010.

05.03 The exhibitor must comply with the organiser's instructions relating to the regulation governing arrivals and departures of goods and other items, particularly with respect to vehicle traffic on the event premises.

05.04 The exhibitors or their principals must have completed their set up on the dates and at the times stipulated by the organiser. After the said dates and times, no packing, equipment, transport vehicles or outside contractors may access, be kept on or remain at the event site, for any reason whatsoever and however harmful that may be to the exhibitor's interest.

05.05 Each exhibitor or its principal shall be responsible for the transport, reception and shipment of its parcels or other consignments, and for acknowledgement of their contents. All parcels or other consignments must be unpacked upon arrival. If the exhibitors or their representatives are not present to receive their parcels, or other consignments, the organiser, given the liabilities incurred, will refuse the parcels or other consignments marked for the attention of the exhibitor in its absence, unless there are contractual provisions to the contrary. The exhibitor will not be entitled to claim compensation for its loss due to the refusal to receive its parcel or other consignment.

05.06 The setting-up of the stands must not, in any event, damage or change the permanent installations at the exhibition venue, and must not detract from the convenience or the safety of the other exhibitors and visitors. The exhibitor will be liable for all damage it causes. To this end, the exhibitor shall take out an insurance policy to cover damage caused.

05.07 The special decoration of the stands shall be carried out by the exhibitors under their responsibility. It must fit in with the general decorations of the event, but must not interfere with the visibility of the signs and safety equipment, not affect the visibility of the neighbouring stands and not conflict with any stipulations in the organiser's special rules and regulations or those of the host site and/or the "guide" or the "exhibitors' manual".

05.08 In the exhibition spaces, all the materials used, including hangings and carpeting, must comply with the rules and regulations in force. The organiser has a permanent right to have any equipment or installations that are not in compliance removed or destroyed, at the exhibitor's expense.

05.09 On its own initiative or at the request of an exhibitor whose interests have been harmed, the organiser reserves the right, before the event opens or during the event, to remove or change installations that detract from the general appearance of the event, interfere with the neighbouring exhibitors or visitors, or do not comply with the plans or particular projects previously submitted. The organiser shall assess the specific situation at its own discretion and has

only a best-endeavours obligation if it decides to act in response to the request made by the exhibitor whose interests have been harmed.

05.10 The exhibitor or any person duly appointed to represent it must be present on its stand, when the stand is inspected by the safety officers, and shall comply throughout the event with the safety measures imposed by the authorities, with the safety measures adopted by the organiser or the site manager, and with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions).

CHAPTER 6: OCCUPATION AND USE OF THE STANDS

06.01 Exhibitors participating in the event are specifically forbidden from transferring, subletting or exchanging, with or without consideration, all or any part of the place allocated by the organiser.

06.02 Unless it has prior, written authorisation from the organiser, the exhibitor may not display, at its place, equipment, products or services other than those listed in the application to participate, and that comply with the nomenclature of products or services drawn up by the organiser. Unless there is an express stipulation to the contrary, it is strictly forbidden to display and offer used items.

06.03 The exhibitor may not present products or services or advertise businesses or contractors that are not exhibitors, in any form whatsoever, except with the organiser's prior, written authorisation.

The exhibitors may not, in any form whatsoever, advertise a practitioner or establishment that belongs to a regulated profession whose advertising rules are restricted by the official, national body that represents the profession. It is understood that having a stand is not a form of advertising.

06.04 The stands must be kept in impeccable condition throughout the event. Each stand must be cleaned every day, on the exhibitor's responsibility and at its expense. The cleaning must be completed by the time the event is opened to the public.

06.05 The rental of a stand is not a contract for the storage of goods. In the event of theft from a stand, the exhibitor will have no claim against the organiser.

06.06 Exhibitors may not strip their stand, nor remove any of their items, before the end of the event, even if the event is extended.

This article may be supplemented by a requirement to pay a deposit in the organiser's special rules and regulations.

06.07 Bulk packing, the covers used when the event is closed, items and equipment not used in stand presentation and the staff cloakroom must be out of the sight of visitors. Conversely, it is forbidden to leave the items that are supposed to be on display covered during the business hours of the event. The organiser reserves the right to remove covers from items without being held liable, in any way, for damage or losses that might result from such an action.

06.08 Any failure to comply with any of the foregoing provisions will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

CHAPTER 7: ACCESS TO THE EVENT

07.01 Only persons holding tickets issued or accepted by the organiser may be admitted to the event venue.

07.02 The organiser reserves the right to refuse entry or to expel any person, whether a visitor or exhibitor, whose

presence or behaviour is harmful to the safety, peace or image of the event and/or to the integrity of the site.

07.03 The sale and tasting of alcohol are authorised, except to minors under the age of 18, provided the relevant legislation in force is complied with.

07.04 It is strictly forbidden to smoke within the area of the venue that is open to the public, other than in the places reserved for smokers.

Any person who smokes outside the places reserved for smokers will be liable to pay a fixed penalty of €68 (for a class 3 petty offence). Failure to enforce the standards applicable to reserved places or to install the related signage will be punished by a fixed penalty of €135 (for a class 4 petty offence). Any person who knowingly facilitates a breach of the prohibition on smoking will also be deemed to have committed a class 4 offence; however, this offence does not carry a flat rate penalty, as the specific details of the offence must be recorded. A report will be sent to the prosecuting authority which will decide whether or not to open criminal proceedings.

07.05 Tickets granting the right to enter the event are delivered to the exhibitors under the conditions laid down by the organiser.

07.06 Tickets for the persons or companies that they wish to invite are delivered to the exhibitors under the conditions laid down by the organiser. Unused tickets may not be returned or exchanged and will not be reimbursed.

07.07 The distribution and/or sale, by an exhibitor with a view to making a profit, of tickets issued by the organiser for good consideration or free of charge, is strictly forbidden. The reproduction or sale of the said tickets may lead to court proceedings.

CHAPTER 8: CONTACT AND COMMUNICATION WITH THE PUBLIC

08.01 The exhibitors and their staff must be smartly dressed and extremely polite to all other persons, such as visitors, other exhibitors, organisers, security staff, hostesses or all other service providers. The staff must not bother customers nor move outside the stand.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.02 The stand must be occupied by the exhibitor or its representative at all times during the hours when the venue is open to exhibitors (including during the build up and tear down periods and when deliveries are made), and at all times during the hours when the exhibition is officially open to visitors.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.03 The organiser has the sole right to write, publish and distribute the exhibitor's event catalogue, free of charge or for good consideration. It may assign all or part of this right, as well as the advertising included in the said catalogue. The information required for inclusion in the catalogue will be supplied by the exhibitors on their own responsibility and under penalty of non-inclusion, within the time limit set by the organiser.

08.04 The organiser may, without specific agreement, include the exhibitor's company name in exhibition information, particularly catalogues intended for visitors and/or exhibitors, or on its website. Should the organiser wish to distribute the exhibitor's personal data, which was collected when the exhibitor registered with the exhibition, with the exhibition information, it must inform the exhibitor before doing so.

However, when the exhibitor registers, the organiser shall ask for its consent to use its image (including its sign, logo, products or services, or photograph of the stand) and name

in all canvassing documents and media, for the purposes of advertising and promoting the exhibition. When the exhibitor gives its agreement, there is a presumption that its employees and/or subcontractors have also agreed to the organiser possibly using their images at the time of the exhibition.

When agreement has been reached, the organiser, producer or distributor may not be held liable on account of the distribution of its image, the image of its stand, its sign, its trademark, its staff, or its products or services, by television, video or any other medium, including virtual media (books, brochures), in France or abroad, for the purposes of the event.

08.05 The organiser reserves the sole right to put up posters at the event venue. Therefore the exhibitor may only display, and only on its own stand, posters and signs of its own company, whose name it gave when it registered to take part in the exhibition, to the exclusion of all others, within the limits of the requirements concerning the general decoration.

The organiser may require posters and signs that do not comply with this provision to be removed.

08.06 Brochures, catalogues, printed matter, free gifts or items of any kind whatsoever may only be distributed by the exhibitors on their own stand. Brochures relating to products, trademarks or services that are not on display may only be distributed with the organiser's written consent.

08.07 It is forbidden to distribute or sell newspapers, periodicals, brochures, raffle tickets, badges, vouchers or coupons, even if they relate to charitable work or a charitable event, and to conduct opinion polls, at the event venue and in its immediate vicinity, unless the organiser has granted an exemption from this rule.

08.08 Any light or sound advertising and any promotion, entertainment or demonstration that could cause crowding in the aisles must have the organiser's prior approval. The organiser will be entitled to revoke any authorisation that may have been granted, in the event of disturbance to movement, to neighbouring exhibitors, or to the event itself.

08.09 Audible advertising and touting, in any form whatsoever, are strictly forbidden. The exhibitors must not obstruct the aisles or encroach upon them, in any circumstance, unless they have exceptional, prior, written authorisation from the organiser.

08.10 The exhibitors must make every effort to provide the public with fair, objective and comprehensive information about the qualities, prices, and sales conditions of their products or services, and the related warranties, in compliance with the rules and regulations. They must not use any advertising or carry out any action whatsoever that could mislead or constitute unfair competition.

Exhibitors are informed that purchases made at the event are not subject to Articles L 311-10 and L 311-15 of the French Consumer Code (Code de la consommation) (seven-day cooling-off period) except for purchases that are covered by a consumer credit agreement, and purchases that result from a personal invitation to go to a stand to collect a gift.

Should any exhibitor be found to be claiming the opposite, the organiser may impose sanctions which could include the immediate closure of the stand.

08.11 The exhibitors undertake to present only products, services or equipment in compliance with French or European rules and regulations. They will be fully liable for their products vis-à-vis third parties, and the organiser will have no liability whatsoever in the event that an exhibitor fails to comply with the law.

08.12 It will be up to each exhibitor to complete the formalities involved in its participation in the event, as necessary, particularly those relating to labour regulations, customs requirements with respect to equipment or

products coming from abroad, and those relating to hygiene with respect to food products or animal species.

CHAPTER 9: INTELLECTUAL PROPERTY AND OPERATING OR MARKETING RIGHTS

09.01 In accordance with the "Charte de la lutte contre la contrefaçon" (Plan to combat counterfeiting and infringement) voted by FSCEF General Meeting in July 2008, any exhibitor that wishes to bring an action before an administrative or ordinary court for counterfeiting or infringement against a rival exhibitor, undertakes to give prior notice thereof to the organiser of the event or its appointed representative, to behave honestly and to act in good faith.

09.02 The exhibitor shall assume responsibility for the intellectual protection of and the rights to operate or market the equipment, products and services it displays (patents, trademarks, models, etc.), in accordance with the statutory and regulatory provisions in force. The said measures must be taken before the equipment, products or services are presented. The organiser declines all liability in this regard, particularly in the event of a dispute with another exhibitor or visitor.

09.03 Each exhibitor shall assume responsibility for its obligations to the SACEM (Société des auteurs, compositeurs et éditeurs de musique or French Society of Authors, Composers and Publishers of Music) if it uses music at its stand and as part of promotions that are specific to it, even for ordinary demonstrations of sound equipment. The organiser declines all liability in this regard.

09.04 Unless the organiser makes specific provisions or gives written authorisation, photographs other than specific images of the exhibitor's stand may not be taken at the exhibition venue, nor may films be shot. Accreditation constitutes written authorisation to take photographs or shoot films, provided third parties' image rights are respected.

09.05 The photography of certain items at the stands may be forbidden at the exhibitors' request and on their initiative.

CHAPTER 10: INSURANCE

10.01 In addition to the insurance covering the items on display and more generally all movable or other items in its possession, the exhibitor is required to take out at its own expense, either with its own insurer or with the insurer approved by the organiser, all insurance to cover the risks incurred by itself and by its staff, or that it causes third parties to incur. It shall provide evidence thereof, when its registration is confirmed, by producing a certificate of insurance. The organiser will be deemed to be discharged of all liability, particularly in the event of loss, theft or any damage whatsoever.

10.02 The organiser may, if necessary, require the exhibitor to take out the said insurance cover with a specific, named insurance company, in which case the rates and contract clauses will be specified for its benefit.

CHAPTER 11: TEAR DOWN OF THE STANDS AT THE END OF THE EXHIBITION

11.01 The exhibitor or its representative is required to be present at its stand when the tear down starts and until the stand has been completely removed.

11.02 During the tear down period, the exhibitor is bound to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF.

11.03 The stands, goods, items and special decorations, along with the waste remaining from the materials that were

used to decorate the stands, will be removed by the exhibitors within the periods and at the times specified by the organiser, in compliance with the laws, rules and regulations and local practice regarding waste materials. After these deadlines, all costs incurred due to any failure to follow these instructions shall be borne by the exhibitor. In addition, the organiser may be entitled to have the items shipped to a depository of its choice at the exhibitor's expense and risk, and the organiser will not be held liable for any total or partial loss or deterioration.

11.04 The exhibitors must leave the places, decors and equipment made available to them in the condition in which they found them. Exhibitors responsible for any deterioration caused by their installations or their goods, either to the equipment or the building, or else to the floor space occupied, will be held liable therefore, upon presentation of evidence in support.

CHAPTER 12: DAMAGE

12.01 The term damage is understood to mean "property damage or non-pecuniary damage sustained by a person due to the action of a third party".

When an exhibition is held, damage may occur:

- between exhibitors
- between exhibitors/organisers
- between organisers/exhibitors
- between organisers/customers

12.02 When an exhibitor suffers damage due to the action of another exhibitor, both must settle the dispute in a responsible fashion, as far as possible. The organiser must be kept informed of the dispute but has no obligation to act as a mediator or arbitrator. Its role is to check that the contractual provisions governing its relations with the exhibitor are complied with. If one of them decides to invite an authority to intervene, it has a duty to warn the organiser in order to preserve the image of the exhibition as far as possible.

12.03 When damage occurs as the result of a dispute between an organiser and an exhibitor and affects another exhibitor, the exhibitor must submit a written request to the organiser. The organiser shall reply to the exhibitor's request promptly, provided the request is legitimate and justified. The organiser will have only a best-efforts obligation.

12.04 When the organiser suffers damage due to the action of an exhibitor, the former shall issue a notice requiring the exhibitor to cause the problem to cease. If this provision is not complied with, the organiser shall make a written record of its failure, which may be used as a ground to refuse to allow the exhibitor to participate at future events.

12.05 The organiser has a duty to provide general information about the general running of its exhibition.

12.06 The organiser has no obligation to intervene in disputes that may arise between exhibitors and customers and will not be held liable for disputes that arise between exhibitors and visitors, in any circumstance.

CHAPTER 13: MISCELLANEOUS PROVISIONS

13.01 The organiser may cancel or postpone the exhibition if it finds that the number of registrations is clearly insufficient. Registered exhibitors shall then be reimbursed for the amount of their down-payment or participation fee. Until the final day for registration, the exhibitor shall bear the entire risk relating to the fact that the exhibition may not be held, particularly the sole burden of the expenses it believes it will have to incur in anticipation of the exhibition.

13.02 The organiser may also cancel or postpone the event in case of a situation of force majeure. Situations of force majeure that justify the cancellation or postponement of the exhibition, at any time, are any new, health, climatic, economic, political or social situations, at local, national or international level, that are not reasonably foreseeable when the exhibitors are informed of the exhibition, that are beyond the organiser's control, that make it impossible to put on the event or that entail risks of disturbance or disorder that might seriously affect the organisation and proper running of the event or the safety of property or persons. The possibility of the exhibition being postponed and/or the treatment of the sums paid will be determined in each organiser's special rules and regulations.

13.03 Any breach of these rules and regulations, of the special rules and regulations by which they are supplemented, or of the specifications in the "guide" or "exhibitors' manual" issued by the organiser, may lead to the closure of the stand of the exhibitor in breach, with police assistance if necessary.

13.04 In such situation, the exhibitor's participation fee will be kept by the organiser, without prejudice to the payment of the balance of the price, of any amounts remaining due, or of any other cost incurred to close the stand. The organiser reserves the right to bring an action against the exhibitor at fault seeking compensation for the loss sustained.

13.05 Whatever the justification may be, complaints made by an exhibitor against another exhibitor or the organiser must be discussed away from the event and must not disturb the peaceful running or image of the event, in any way.

13.06 The exhibitor agrees not to refer any dispute to the courts before first attempting to find an amicable solution through the organiser.

13.07 In the event of a dispute, in principle, the courts in the place where the exhibition is held will have sole jurisdiction. Exceptionally, if an exhibition is organised abroad by a company whose registered office is in France, the competent court will be the court in the place where the organiser's registered office is located.

13.08 Any difficulties that arise in the construction of the English, German, Spanish, Italian or Chinese versions of these General Rules and Regulations will be resolved by reference to the meaning of the French version of the General Rules and Regulations.

Payment of comprehensive insurance for exhibitions

The organiser is not responsible for damage that the exhibitors may cause to, third parties or for damage to property of exhibitors.

However, the organiser recommends that exhibitors enrol in the insurance policy underwritten by COMEXPOSIUM ASSURANCES, on their behalf, with the AXA France Company. This insurance policy covers damage to the exhibitor's property (loss, theft, destruction) and stand equipment, under the conditions and within the limits of the insurance policy, provided that the exhibitors enrol in said policy by taking out the insurance offered on the application form.

This AXA France insurance policy no. 4 299 10 204 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).

It is recalled that the insurance taken out by the exhibitor does not cover the third party liability of the latter. In this regard, the exhibitor acknowledges having taken out all the insurance policies necessary with an insurance company covering its third party liability and that of any person involved directly or indirectly in the exercising of its activities and/or those of its company, for any physical injuries, material or intangible damage caused to a third party during his attendance and/or that of its company at the Exhibition MILIPOL PARIS 2015 that shall take place from 17 November to 20th November 2015 (including during the assembly and dismantling periods).

**The Insurer :
Compagnie AXA France
26 rue Drouot -75009 PARIS
Policy n°4 299 10 204**

I - COVER

A – PURPOSE AND SCOPE OF THE COVER

1/ Events insured

The insurance covers any material damage, losses and damage caused to the goods exhibited, including the fittings of the stands pursuant to any non-excluded event.

It is specified that acts of terrorism and attacks and Natural Disasters are only covered in France.

2/ Goods insured

The insurance covers the goods of the exhibitors and the co-exhibitors, and the fittings of the stands.

B – EXCLUSIONS OF COVER

The exclusion of cover clause is the clause whereby the insurer, when it defines the purpose of its cover, expresses its intention to exclude from said cover certain events, certain types of damage and, more generally, certain risks.

The insurer shall therefore not be liable for any event, property or damage excluded by it through the exclusion clauses in case of damage.

1/ Events excluded

Damage, losses and deterioration suffered by the goods insured are excluded from the cover that results:

- from foreign war or civil war,
- from the direct or indirect effects of an explosion, discharge of heat or radiation resulting from the transmutation of atoms or radioactivity as well as the

losses due to the effects of radiation provoked by the artificial acceleration of particles,

- from confiscation, sequestration, seizure or destruction by order of any government or public authority, as well as the consequences of any infringements,
- of flooding or overflowing of stretches of natural or artificial water, rain water, floods, tidal wave, moving blocks of snow or ice or other natural disasters (except those covered under the Law on natural disasters no 82-600 of 13.07.82, cf. Article 2 above),
- of a specific defect, wear and tear, age, slow deterioration, moths, parasites and rodents of any kind,
- of the insufficiency or unsuitability of the packing or packaging,
- of simple thefts or misappropriations committed by the employees of the Insured Party or of the beneficiary as well as of the intentional or fraudulent fault of the insured party or of the beneficiary, who have the strict obligation to act in all circumstances as if they were not insured,
- of the influence of atmospheric agents for object exposed to the air,
- of epizootic as regards animals,
- of the fading of flowers, trees and floral decorations as well as of any plants.
- of any losses or disappearances on the stands where free distributions or tasting are made of any goods or beverages whatsoever,
- of any sanitary or disinfection measures or cleaning, repair or renovation operations,
- of the defective assembly or dismantling of the objects insured,
- of the breaking of fragile objects such as porcelain, glassware, mirrors, marble, pottery, terra cotta, sandstone, ceramics, alabaster, plaster, waxworks, cast iron works, under glass or windows.

Nevertheless, of these events excluded from cover, we draw your attention to acts of petty theft or embezzlement committed by the insured's employees. Thus, such events may under no circumstances activate the insurance cover and shall therefore not be indemnified if they should occur.

2/ Goods excluded

We draw your attention to the fact that the following goods are excluded from the cover:

- Works of art,
- Objects of special value. An object of special value means an object whose intrinsic value is not related to the costs incurred to obtain it,
- Furs, skins and carpets,
- Cash and notes,
- Personal effects and objects, jewels, cameras, radios, electronic pocket calculators and all the objects belonging specifically to any person attending the event directly or indirectly,
- Connected telephones,
- Removable software and software packages,
- Plasma or LCD screens (the exhibitor can take out a specific insurance policy to cover this equipment).

3/ Damages excluded

The following items are always excluded from the cover granted by the Insurer:

- Indirect losses of any kind whatsoever such as loss of profits, damages, duties and other taxes, penalties of any kind and, notably, those relating to a deadline or delay for any reason whatsoever,
- Stains of animals,
- Damage caused to materials, clothes, fur, carpets, tapestries and covering (floors, walls, partitions) by marks, stains, dirty marks and burns of cigars, cigarettes and/or pipes, except those resulting from water damage, fire or theft,
- Scratches, scrapes, rust or any oxidation and/or corrosion,
- Damage to the objects exhibited under stands, when these goods are located outside of the latter,
- Damage, losses and deterioration suffered by the goods insured when this damage is the result of the operating or mechanical or electrical malfunction of the said objects.

C – AMOUNT OF THE COVER

The cover is fixed at € 500 per square meter rented with a minimum of € 6 000 and a maximum of € 200 000.

This amount is the limit of liability; i.e. the maximum amount of the insurer's obligation. Moreover, in case of loss, you may not obtain compensation in excess of the above-mentioned amount in the event that the insurance coverage is activated.

In the event of theft, the payment of the compensation shall be made after deduction of a deductible of € 300 per loss.

The deductible is the sum of money or the portion of the damage for which you will be responsible in the event that a risk occurs. In addition, the insurance benefit shall be paid for losses in amounts greater than the deductible and for the portion in excess of the deductible.

For all these reasons, we believe that the AXA France insurance policy no. 429910204 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible insurance benefit and premium).

D – ADDITIONAL INSURANCE

If the value of the exhibited items exceeds the insured amount, exhibitors are advised to take out additional insurance.

Moreover, plasma and LCD screens are excluded from coverage. However the exhibitor has the option of taking out special insurance.

The additional insurance enrolment form for damage to property or for plasma and LCD screens is available at the end of the Exhibitor Guide.

II – INSURANCE CONDITIONS

A – TAKING OF EFFECT OF THE COVER

The cover applies to the stands provided to the exhibitors from the day before the opening to visitors (7.00 p.m.) to the last day of opening to visitors (6:00 pm).

B – SPECIFIC PREVENTATIVE MEASURES FOR THEFT COVERAGE

The cover for Theft without break-in applies when the following preventive measures have been taken:

- During the hours of opening to the public and/or to exhibitors, as well as during the period of installation and dismantling, the stand must be permanently guarded by the Exhibitor or by one of its employees.
- During the hours of closure to the public et/or to exhibitors, the audiovisual equipment used for advertising purposes (such as video recorders, cameras, video cameras and portable microphones)

must be stored in a locked cupboard and/or specific area.

C – PROVISIONS SPECIFIC TO OBJECTS OF VALUE

Objects in precious metals (gold, silver or platinum), precious stones, pearls, gold or silver plate, time-pieces and any objects of a small size and/or of great value must be locked up:

- During the hours of opening of the exhibition to the public: in solid showcases equipped with thick glass and locked by safety locks
- During other times (installation – closure – dismantling): in a safe approved by the insurer.

The risks of theft are only covered in the event of break-in or in the event of violence committed against the guard or guards.

D – PROVISIONS SPECIFIC TO TAKEAWAY SALES

Uniquely for the exhibitions concerned.

The cover applies for goods intended for takeaway sales. The insurance only covers goods in locked storerooms or placed in solid cupboards entirely closed and locked with security locks. The theft cover is restricted to theft by break-in from the storerooms and/or cupboards.

In the event of partial or total loss, the cover of the insurer is automatically reduced by the amount of the loss. The reimbursement is made solely on the basis of the cost and/or purchase price.

III – LOSSES

A – DECLARATION OF THE LOSS

The losses must be immediately declared to the Organiser.

In addition, losses must be reported within twenty-four (24) hour, regardless of the damage, under pain of forfeiture.

Every declaration of a loss must imperatively state the date, the circumstances of the loss and the approximate amount of the damage and must be accompanied by the original filing of a complaint in the event of theft.

This claim form must be sent directly to SIACI SAINT HONORE, as indicated in section VII below.

The claim form must indicate the insurance policy number, i.e. AXA France policy no. 4 299 10 204.

B – MEASURE TO TAKE AT THE TIME OF A LOSS

You must also take any measures to ensure the protection of the undamaged objects and, when the liability of a third party can be involved, must take all the measures required by the laws and regulations in effect to protect the recourse of the insurer.

If you fail to do so, you risk being denied coverage by the insurer.

C – ASSESSMENT OF THE LOSS

It is recalled that the insurance cannot produce a profit for the insured party. It only covers the compensation for its material losses in accordance with the **compensation principle** stipulated by the Code in Article L 121-1.

In the event of a loss covered by the insurance policy, the damage is assessed by mutual agreement.

D – PAYMENT OF THE BENEFIT

The benefit shall be paid to the owners of the insured property.

If the coverage amount applied for is insufficient, the benefit shall be divided proportionally to the total value of the damaged property of each of the exhibitors present at the stand.

IV – WAIVER OF RECOURSE

Every exhibitor, by the sole fact of its attendance, declares that it renounces any recourse that it or its insurers may

have the right to exercise against the organiser and the operating company of the premises where the event takes place and their insurers, for any direct or indirect damage that the latter may cause to its goods.

The insurance conditions that are the subject of these Articles are governed by the Insurance Code.

V – PERSONAL DATA

The personal data collected on the enrolment form for the above-mentioned insurance policy and during the term of the policy may be disclosed to the insurer and to the persons involved in managing the policy (intermediate underwriters, experts and reinsurers).

Said data shall be used to manage the policy, to analyse and control risk, to carry out the services, to prepare statistics and to enforce the legal, regulatory and administrative provisions in force.

As provided by law, the insured may access the information concerning him/her, have it corrected, object to its disclosure to third parties or to its use for commercial purposes by sending a letter to COMEXPOSIUM ASSURANCES.

VI – CONTACT DETAILS OF AND INFORMATION ABOUT THE INSURANCE BROKER

COMEXPOSIUM ASSURANCES

Insurance brokerage firm registered with ORIAS under number 10 058 342 and located at 70 avenue du Général de Gaulle – 92058 Paris La Défense Cedex

Tel +33(0)1 76 77 11 11

The registration of COMEXPOSIUM ASSURANCES can be verified at www.orias.fr

COMEXPOSIUM ASSURANCES is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout – 75436 Paris Cedex 09 (switchboard 01 55 50 41 41).

COMEXPOSIUM ASSURANCES is a subsidiary of the COMEXPOSIUM Company.

COMEXPOSIUM ASSURANCES offers only property and casualty insurance policies at the exclusion of public liability and life insurance policies.

COMEXPOSIUM ASSURANCES has a civil liability guarantee and a financial guarantee in accordance with the insurance law, which it has obtained from the ALLIANZ Company.

COMEXPOSIUM ASSURANCES has no financial ties to insurance companies.

To assist it in offering the above-mentioned insurance policy, COMEXPOSIUM ASSURANCES has granted power to the COMEXPOSIUM Company, agent intermediate underwriter registered with ORIAS under number 10058581, whose head office is located at 70 avenue du Général de Gaulle – 92058 Paris La Défense Cedex.

The registration of COMEXPOSIUM can be verified at www.orias.fr

COMEXPOSIUM is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout – 75436 Paris Cedex 09 (switchboard 01 55 50 41 41).

COMEXPOSIUM has no financial ties to insurance companies.

VII– CLAIM FORM

In the event of a loss, claim forms must be sent to:

SIACI SAINT HONORE
18 rue de Courcelles 75384
Paris Cedex 08 Téléphone : Phone
+33(1) 1.44.20.99.99

- Such claim forms must meet the above-mentioned conditions and be sent by registered letter with acknowledgment of receipt.

Decoration regulation

IMPORTANT

When the exhibitor signs his/her admission request, s/he agrees to abide by all clauses contained in the « General Regulations » and « Exhibition Regulations » and to ensure that all decorators and contractors abide by them. The general regulations laid down by the "Fédération Française des salons spécialisés" (French Federation for specialist exhibitions) may be obtained from: COMEXPOSIUM – Fax 33(0)1 53 30 95 14, please indicate the concerning exhibition.

- To avoid disputes, it is mandatory to submit for approval the scale stand layout plan before 16 October 2015 with the following items to the architecture department of MILIPOL PARIS 2015:
 - Scaled and dimensioned floor plan.
 - Scaled and dimensioned elevation.
- Any proposals for booths which are not in compliance with the regulations will be refused. Furthermore, any stand erected without the permission of the Architecture department may be dismantled and the costs borne by the exhibitor. Agreements between exhibitors are not allowed and the organiser or DECOPLUS could grant a potential derogation after a written request.

DECO PLUS
MILIPOL PARIS 2013
1, RUE PAUL DELAROCHE
75116 PARIS
Tel.: +33 (0)1 47 63 94 84
Fax: +33 (0)1 43 80 59 63
E-mail: w.decoplus@free.fr

1- HALL FLOORS, PILLARS AND WALLS

It is strictly forbidden to drill, screw, nail or embed in the walls, partitions, pillars and floors of the halls ; attaching machines to be exhibited to these elements is also forbidden. A fixed sum of 300.00 €/excl. Tax per hole will be charge to the exhibitor for non-compliance with these regulations. Exhibitors must not paint or mark on the walls, pillars and floors of the walls.

Weight allowance on the floor:

- For a weight evenly spread on 1 sqm: **5 tons per sqm.**
- For a weight localized on a 0.10 m x 0.10 m area: **6.5 tons.**
- For a weight when moving (maximum speed: 5 km per hour): **13 tons per axle.**

Your booth area must be restored to its original condition. Any rubbish (carpet, adhesive, etc.) must be removed. Any damage reported during disassembly of the booth will be invoiced to the exhibitor responsible. The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

2- SETTING-UP OF BOOTHS AND PRESENTATION

Exhibits on display must not disturb or damage neighbouring booths. No exhibit may exceed the surface area of the booth.

3- ACOUSTIC ANIMATION

The maximum sound level must not exceed 80 dB (A) – in a 2.50 meters area surrounding each booth and this without any exception, even for a short period.

To avoid any disputes contact the organiser the day before the opening for the calibration of your installation.

4- ELECTRICAL FITTINGS ON BOOTHS

For obvious reasons of safety, it is strictly forbidden to use the Exhibition Centre's private installations (hall raceways, water gutters, etc...) as a passageway for the booths electrical cables. Only the technical department of the Exhibition Centre is authorised.

5- HEIGHT OF CONSTRUCTION – RESTRICTED AREA

Decoration and fitting of the booths (partitions, structures) must comply with the following prescriptions:

- Decoration and construction items: Maximum height: 5.00 m
- Signs and light trusses: Maximum height: 6.00 m
- Slings, rigging points: Maximum height: 6.30 m

Heights and recesses (heights are stated from the ground level of the building):

- Adjoining partitions height: 3.00 m: No recess
- Partition or construction items, height: from 0 to 3.00 m: No recess
- Partition or construction items, height: de 3.00 to 5.00m:
Recess: 1.00 m from the aisles and the neighbouring booths
- Signboards height: 6.00 m maximum
Recess: 1.00 m from the aisles and the neighbouring booths
- Light trusses height: 6.00 m
Recess: 1.00 m from the aisles and the neighbouring booths

All constructions or decoration items set up at the edge of the booth, which are over 3.00 m high and within the 5.00 meters limit above the building floor must be positioned 1.00 m away from the neighbouring booth.

Storeys or hard ceilings must apply a 2.00 m recess from an adjoining partition so that it remains at least 4.00 m between 2 hard ceilings or double storey booths.

Fascias: A fascia cannot be higher than 3.00m from the ground. If a fascia is supposed to show a signboard or any item higher than 3.00m, this signboard or item must comply with the above recess regulation (1.00 m recess), particularly in case of common ownership.

Items prohibited: high voltage circuits, laser and flashing signs. Only gobos are allowed, inside the booth limits.

6- PARTITIONS AND CONSTRUCTIONS BORDERING THE AISLE

Opening on aisles

Any construction at the edge of a booth having one or several open sides must respect the maximum closure of 50% (on each side of the booth) with a maximum of 6.00 linear metres. Transparent structures (e.g. glass, see-through fabric which clearly allow to see inside a booth cannot be considered as an opening. **Openings must definitely be physical walk-through passages.**

Sides of offices, decor or panels facing towards the neighbouring stands must be smooth, plain coloured and painted or covered with M1 fireproof mural fabric. No electrical cable is allowed to be seen.

It is forbidden to erect a wall or screen made up of partitions or office sides that impairs the overall view of the show, or hides

the neighbouring booths. For this reason, a 2.50 m wide opening must be established every 6.00 m.

7- SIGN / LIGHT TRUSSES

The sign must be positioned at the level between 3.00 and 6.00 meters from the floor. The top of the light truss must not be higher than 6.00 m above the building floor. The sign must not extend beyond the space of the booth, and must not be closer than 1.00 m to the neighbouring booth and aisles.

8- RE-USED BOOTHS

Re-used booths are subject to the architecture regulations in the same way as newly built booths. They must abide by prescribed height limits and recesses.

9- LIGHTING

Flashing lights and revolving lights must be oriented in a way to avoid any trouble to the visitors and neighbouring booths.

NEW: Rotating and flashing lights may only be lit for periods of 15 minutes each hour.

10- COVERING OF PILLARS

It is strictly forbidden to drill, screw, nail or embed in the wood cladding covering pillars of the hall. The exhibitor is allowed to put his/her partition against the wood cladding without causing any damage. The maximum height allowed to cover the pillars is 5.00 m including for any signage that must comply with the recess regulation in case of vicinity. There is not any derogation because of the fire signage located on the pillars by the Paris Nord Villepinte exhibition centre.

11- HANGING OF FRAMEWORKS

This work may be carried out only by the Technical Department of the Exhibition Centre.

Point suspension on a 3.00 m x 3.00 m grid. Permitted weight: 80 kg per point for overall occupancy. Beyond 80 kg, on request to Paris Nord Villepinte.

12- RAISED LEVELS / REGULATION

- A storey cannot be built on a booth smaller than 72 sqm.
- The area of the storey must not be larger than the half part of the ground level area.
- The storey must be located in the most central part of the booth.
- The storey must comply with the recess regulation: 2.00 m inside the booth area from the aisles and the neighbouring booths.
- The signboards of a double storey booth cannot be higher than the maximum height allowed for all booths: 6.00m from the ground.

13- EXPOSURE OF MOTOTRISED VEHICLES WITHIN THE HALLS

Exposure of car or any other motorized vehicle is allowed inside the halls if they have a direct relationship with exposure. The establishment of trailer "stand" or the like is prohibited. Tanks must be emptied or fitted caps key. Pods storage batteries must be protected so as to be inaccessible.

A declaration to the Prefecture of Seine St Denis is to be sent in 3 copies one month before the opening of the event for all motorized vehicles or equipment used in decoration or layout of stands (trucks restoration type). For further information, contact the responsible Safety and Fire.

Address two copies of the plans and calculation notes for the resistance (two months before the show) to:

Philippe WATTEAU
41 rue Lazare Carnot - 77340 PONTAULT-COMBAULT
Tel.: +33 (0)6 85 94 49 57
Fax: +33 (0)1 70 10 40 11
E-mail: philippewatteau@numericable.com

SOCOTEC
Centre d'Affaires Paris-Nord
Le Continental – BP 306
93153 Le Blanc Mesnil Cedex
Tél. : +33 (0)1 48 65 42 37
Fax : +33 (0)1 45 91 19 63

The maximum height of the construction must not exceed 5.00 m. It is forbidden to cover the premises and upper parts of the raised level.

A recess of 2.00 m to the adjoining limits of the booth has to be respected. It is strictly forbidden to dispose any fitting above the aisles (structure or signboard, bridge, flag...).

14- USE OF GAS CONTAINERS

The number of gas containers must be kept to a minimum. Their on-booth storage is strictly forbidden. Their connection and fixing to the machine is obligatory. The use of empty or fake bottles is to be preferred whenever possible. Empty or fake bottles must be identified and marked by the exhibitor.

15- ADVERTISING AND PROMOTION INSIDE THE EXHIBITION

The booth allocated to the exhibitor is the only place where it is permitted to show or promote the products or services from an exhibiting company. Any advertising or promotional action (handing out of brochures or objects at the exhibition entrances or in the aisles, demonstrations, etc.) is strictly forbidden outside the booth limits or in the areas around the hall (reception gallery, car parks and square).

On his booth, the exhibitor is not permitted to use equipment or take actions that cause visual, auditory or other nuisance to his neighbours or to the visitors. The organiser reserves the right to judge what constitutes a nuisance and to take the necessary measures in each case.

Any advertising or promotional campaign of erotic nature – or considered as such by the organiser – is strictly forbidden inside the MILIPOL PARIS exhibition premises.

16- WORKING EQUIPMENT

See form to make your declaration. All equipment displayed in working order during the exhibition must be declared to the Organiser.

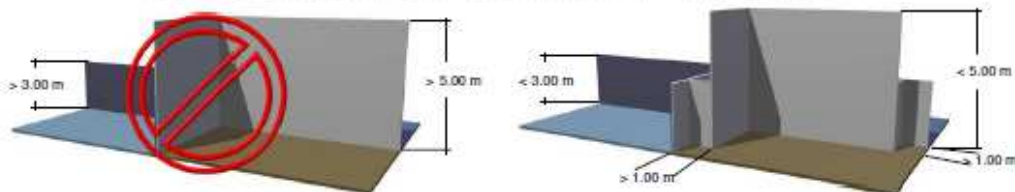
Exhibitors accept full responsibility for all presentations and demonstrations made by them, under penalty of being inactivated. Nevertheless, only machines and equipment certified by the safety commission as being in accordance with the regulations will be authorized to be displayed in working order.

17- EQUIPMENT IN MOTION

Whenever equipment is presented in motion, a protected area should be reserved for these manoeuvres so that there will always be a minimum distance of 1.00 meter between the equipment and visitors ; this minimum distance may be increased according to the characteristics of the equipment on display. These regulations will be valid for all booths.

Rules decoration, architecture and animation

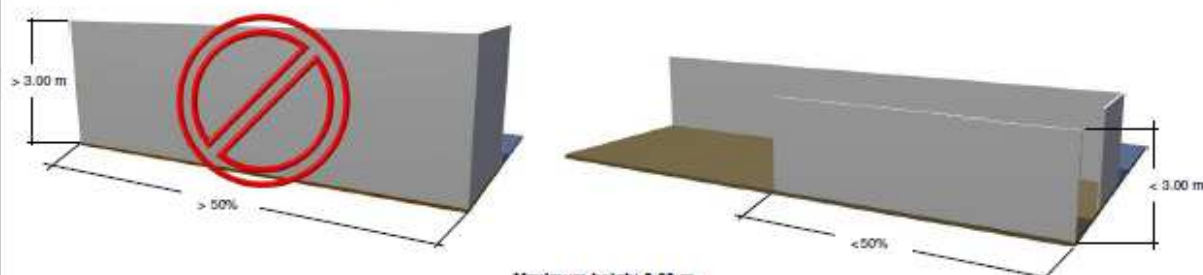
Construction Height / Recess



5.00 m maximum (3.00 m for partitions between stands with or without raised technical floor)

Any construction or decoration item which is higher than 3.00 m, but not higher than 5.00 m, from the building floor, and which is erected next to adjoining stands, shall be set back 1.00 m from the adjoining stand(s) and aisle(s).

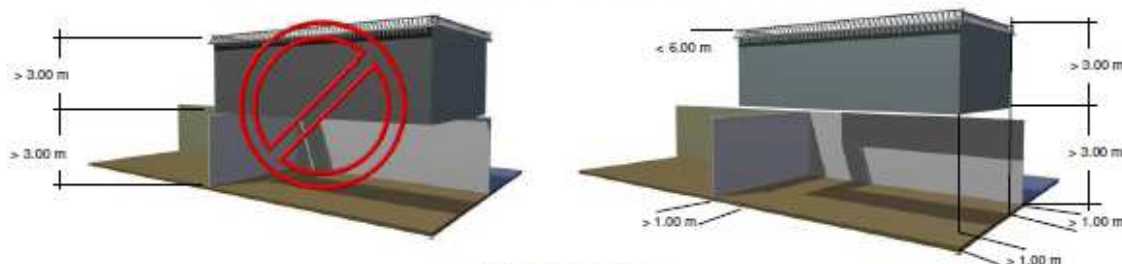
Partitioning and Construction on Aisle Boundaries



Maximum height 3.00 m.

Any construction on sides exposed to aisles must include a 50% opening on each side exposed to an aisle. The glass, curtains, frozen adhesive, half partitions... will not be accepted as an opening. On the opposite, is considered as opening* any physical unit allowing access. Construction height must not exceed 3.00 m (with or without raised technical floor) alongside aisles.

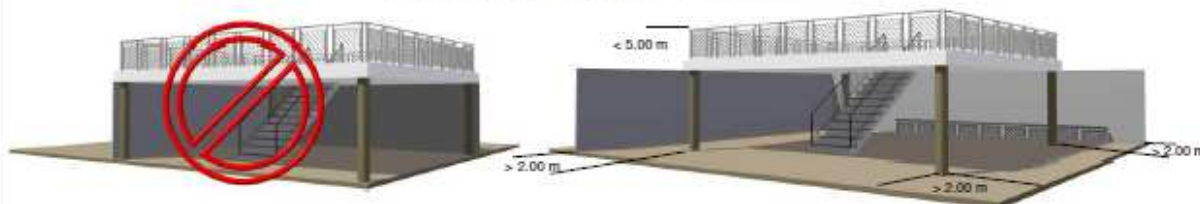
Overhead Sign / Lighting Bridge



Maximum height 6.00 m.

Suspended signs or lighting bridges must be fitted within a distance of 3.00 m to 6.00 m from the floor. The highest point of the sign or its support as well as lighting bridges must not be higher than 6.00 m above the building floor. The sign and lighting bridges must be confined within the stand limits and must be set back 1.00 m from boundaries between adjoining stands and aisles.

Double-deck Stand



Double-deck constructions in halls are only authorized in certain areas of the exhibition and for stands larger than 72 sqm.

The upper level must not exceed half of the stand surface area.

The structure of double-deck stands in halls (including signs or towers) must not be higher than 5.00 m.

The upper level must absolutely be set back 2.00 metres from aisles and from adjoining stands.



The power radiated by the elements of animation (wiring for sound, video...) will not have to exceed **80dB(A)** — value measured in a zone of 2,50 m around the stand and this without any exception, even of short duration.



The flashing lights can be lit by sessions of **15 minutes every hour**. White lettering on green bottom is reserved for the exits. It is formally prohibited to lay out some installation that it is in front of the RIA (net curtain, plants...) and this 24 h/24.

Disabled access

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc...

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

PATHWAYS

- Width of 1.40 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

- Width of 1.20 m between hand rails.
- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: $60\text{ cm} < 2H + T < 64\text{ cm}$ (H = step height, T = step tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

Safety & Fire Regulations

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:

SARL Philippe WATTEAU – M. Philippe WATTEAU
Tel.: +33 (0)6 85 94 49 57
(Business days, from 9.00 am to 6.00 pm)
Fax: +33 (0)1 70 10 40 11
Email: philippewatteau@numericable.fr

MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) : materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.

2. STAND FITTING-OUT

2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.
- **N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)**

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing

(fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerol-phthalic)

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,

Safety and fire regulation (cont)

- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU, 37-39, rue de Neuilly
BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking in a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE
L'IGNIFUGATION
10, rue du Débarcadère, 75017 PARIS
Tel.: +33 (0)1 40 55 13 13

(2) This is the case of Halls 5 and 6 at the Parc d'Expositions de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet Watteau) for information regarding the steps to take.

3 – ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding bulbs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030.

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 60 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an "Exit" sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5 - RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 - Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 m stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an "Exit" sign in clearly visible white letters on a green background.

5.3 - Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: $0.6 m < 2 H + G < 0.64 m$.

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for flights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 - Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

5.5 - Stairs with Straight and Spiral Sections

In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.5 - Escaliers comportant à la fois des parties droites et des parties tournantes

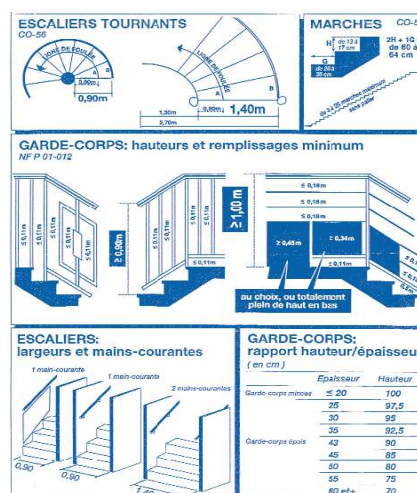
Dans la mesure où un escalier respecte dans ces différentes parties droites et tournantes les règles de l'art définies dans les paragraphes 5.3 et 5.4 ci-dessus, cet escalier est considéré comme conforme à la réglementation, rien ne s'oppose à son utilisation dans les établissements recevant du public.

5.6 - Guardrails and Stairway Ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass.

So called "securit" glass is prohibited.



6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.
- Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and equipped with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.
- Each facility must:
 - have safety instructions (steps to take in case of fire, numbers for emergency services...)
 - be equipped with one or more extinguishers.

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation

present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the halls.

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
 - place a receptacle under the tanks or containers capable of holding all the liquid,
 - refill the device outside the presence of the public,
 - place the appropriate extinguishers nearby.

8.2 - Exhibition of motor vehicles in the halls

Exhibiting automobiles or other vehicles are allowed inside the halls if they have a direct relationship with exposure. The establishment of trailer "stand" or the like is prohibited. Tanks for motors presented stopped must be emptied or fitted caps key. Pods storage batteries must be protected so as to be inaccessible.

A declaration to the Prefecture of Seine St Denis is to be sent in 3 copies one month before the opening of the event for all motorized vehicles or equipment used in decoration or layout of stands (trucks restoration type). For further information, contact the responsible Safety and Fire

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 - Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 - The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations)

Safety and fire regulation (cont)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).

Contact the Safety Supervisor
Cabinet Watteau

Tel. : +33 (0)6 85 94 49 57

Fax: +33 (0)1 70 10 40 11

Email: philippewatteau@numericable.fr

at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: storage of empty of full bottles shall not be tolerated within the Halls.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such

request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

Autorité de Sureté Nucléaire (ASN)

Direction du Transport et des Sources
Bureau de la Radioprotection et des Sources
15 rue Louis Lejeune – CS70013
92541 Montrouge Cedex
Tél. : +33 (0)1 46 16 41 25
Fax : +33 (0)1 46 16 44 24
Mail : dts-sources@asn.fr

10 – LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions:

- in no case shall the public be subjected to the direct or reflected laser beam,
- the device and its ancillary equipment must be solidly attached to stable elements,
- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand,

and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

M0 or **A** European Standards = Non combustible
M1 or **B** European Standards = Non flammable
M2 or **C** European Standards = Flammable with difficulty
M3 or **D** European Standards = Moderately flammable
M4 or **E** European Standards = Easily flammable

AUTHORIZED	MATERIALS	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None (M3 assimilated materials)
Wood < 18 mm and > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3 (or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0 , M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	M1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

Safety and Fire Regulations

IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator Mr Christophe MONNIER in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159, modified and complemented by the decree nr 2003-68 of 24.01.2003.

You are therefore asked to study it and apply the regulatory measures defined in this document. This General Coordination Plan cannot replace the provisions of the Code of Work.

It does not in any way reduce the responsibilities and duties of the companies working on the site.

For MILIPOL PARIS 2015, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of MILIPOL PARIS 2015.

This document is a General Health and Safety Protection Plan intended for the exhibitor, his suppliers and sub-contractors founded on general prevention principles, namely:

- To avoid risks
- To evaluate risks which cannot be avoided
- To combat risks at source
- To take account of technical developments

IF YOUR STAND IS:

- Installed by at least 2 independent companies (including sub-contractors)
- Includes a mezzanine floor
- Includes partition walls more than 3 m high.

If YES to at least one of these:

You must appoint an health and safety coordinator

Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159.

And communicate his contact details together with his GHSPCP General Health and Safety Protection Coordination Plan to the D.Ö.T Company before 7th November 2015.

Your decorator/stand builder or yourself are not allowed to carry out this mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission.

DÖT / MILIPOL PARIS 2015
81 rue de Paris 92100 BOULOGNE
Fax : +33 (0)1 46 05 76 48
E-mail : sps@d-o-t.fr

OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge

Obligation of protection reminder Cf Chapter VIII-2 of this document

**You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory
To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of code of work**

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STAND EXHIBITORS

Halls	Build-up	Dismantling
5A	13th November 2015 from 2.00 p.m 8.00 p.m 14th November 2015 from 8.00 a.m to 9.00 p.m 15th November 2015 from 8.00 a.m to 10.00 p.m 16th November 2015 from 8.00 a.m to midnight	20 novembre 2015 from 5.30 p.m to midnight 21 novembre 2015 from 8.00 a.m to 10.00 p.m 22 novembre 2015 from 8.00 a.m to 2.00 p.m

Safety and fire regulation (cont)

FITTED STAND EXHIBITORS

Halls	Build-up	Dismantling
5A	14 novembre 2015 from 2.00 p.m to 9.00 p.m 15 novembre 2015 from 8.00 a.m to 11.00 p.m 16 novembre 2015 from 8.00 a.m to midnight	20 novembre 2015 from 6.30 p.m to midnight

On the last assembly day, no motorised vehicle will be allowed into the halls (Unless special dispensation has been granted by the organizer).

In the dismantling period, on 20th November 2015, motorised vehicles may only work after 7:30 pm in the hall.

CONTENTS

- I. GENERAL INFORMATION ABOUT THE OPERATION
- II. ADMINISTRATIVE INFORMATION
- III. GENERAL ORGANIZATION OF THE SHOW
- IV. HANDLING CONDITIONS
- V. CLEANING
- VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING
- VII. ACCESS CONTROL
- VIII. PROTECTIONS
- IX. GENERAL RULES OF CONSTRUCTION
- X. FIRE SAFETY
- XI. ORGANIZATION OF EMERGENCIES
- XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

I. GENERAL INFORMATION ABOUT THE OPERATION

I.1. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of MILIPOL PARIS 2015.

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have them). It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1.1. General Organization

The COMEXPOSIUM Company acts as the general exhibition organizer of MILIPOL PARIS 2015.

I.2. COMPOSITION

The safety regulations of the Venue and the Fire Safety instructions are available from the organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the organizer.

In addition, it is supposed that companies have:

- a). Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,
- b). Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.
- c). Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM SECURITY 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 11 11 Fax: +33 (0)1 53 30 95 09	Mrs. Muriel KAFANTARIS Email: muriel.kafantaris@comexposium.com
TECHNICAL & LOGISTIC MANAGER	
Mr. François AMIEL Tel: +33 (0)1 76 77 11 16 Email: francois.amiel@comexposium.com	

Safety and fire regulation (cont)

INSURANCE AGENCY – Civil resp. / Dam. to property	TOWN HALL
SIACI 18 rue de Courcelles 75384 PARIS Cedex 08 Mr. Michel GARRIDO Tel: + 33 (0)1 44 20 96 29 Email: michel.garrido@s2hgroup.com	MAIRIE DE VILLEPINTE Place de l'Hôtel de Ville 93240 VILLEPINTE Tel: +33 (0)1 41 52 53 00

II.1.2. HSP Coordination / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 81 rue de PARIS - 92100 BOULOGNE Tel: + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Philippe WATTEAU 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Tel: +33 (0)6 85 94 49 57 Fax: +33 (0)1 70 10 40 11 Email: philippewatteau@numericable.fr

The fire safety representative hasn't been defined.
 The date of the safety committee tour of inspection hasn't been defined.

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupeement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: + 33 (0)1 47 56 31 48 Groupeement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13	SOCOTEC 3, avenue du Centre Les Quadrants 78182 SAINT QUENTIN EN YVELINES Tel: +33 (0)1 30 12 80 00

II.2. DEFINITION OF WORK AREAS

VENUE	HALL
VIPARIS PARIS NORD VILLEPINTE BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Home: Tel: +33 (0)1 40 68 22 22 Exhibitor Service: Tel: +33 (0)1 40 68 16 16	5A

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
1, avenue Youri Gagarine 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00	Service des risques Professionnels. Antenne 93 17/19, avenue de Flandre 75954 PARIS Cedex 19 Tel: +33 (0)1 44 65 54 50
O.P.P.B.T.P.	Glossary
1 rue Heyrault 92660 BOULOGNE Cedex Tel: +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES ON THE SHOW SITE

EMERGENCY POST	GENERAL SURVEILLANCE POST
Time and location displayed on the halls plans	Tel: + 33 (0)1 48 63 30 49
	SECURITE INCENDIE
	Tel: + 33 (0)1 48 63 30 49

Safety and fire regulation (cont)

OFF SITE:

FIRE SERVICE	POLICE STATION
1 Chemin des Vaches 93290 TREMBLAY EN FRANCE Tel: 18 ou 112 (mobile) ou + 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 ou + 33 (0)1 49 63 46 10
SAMU	NEAREST HOSPITAL
125, rue de Stalingrad 93000 BOBIGNY Tel: 15 or + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 36 71 23 / 22

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. the Exhibitor Guide.

III.2. SCHEDULE OF USE OF HALLS

Public opening

HALL	DATES / HOURS
5A	From 17 to 20 November 2015 from 9.30 a.m to 6.00 p.m

III.3. VARIOUS SERVICE PROVISIONS

Cf. the Exhibitor Guide.

III.4. SITE CONSTRAINTS

III.4.1. Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying

authorisation will be set up around the halls and in the park. (See Exhibitor Guide).

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified

III.4.2. Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of the halls.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

IV. CONDITIONS DE MANUTENTION

IV.1. GENERALITES

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc.)

Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with the Article R4535-7 of Code of work.

Machines must hold the following documents.

Valid insurance certificate

Valid certificate of conformity (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on machine not provided to transport passenger

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum. (Article R 4541-3 of Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at disposal to the workers, suited measures, to limit physical effort and to reduce incur risks during the handling.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

Safety and fire regulation (cont)

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the free loads on the forks of the lifting trucks is obligatory.

The maximum load indications of each strap must be respected.

IV.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The certificate of conformity of this equipment must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions.

REMINDER

It is forbidden:

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.

- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries
-

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc. must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers.

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V. CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities

The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.

VI.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the organizer.

There will be no canteen for meals.

Safety and fire regulation (cont)

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

VII.1. PROTECTION OF WORKERS

VII.1.1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site.

VII.1.2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VII.2. REGISTERS

VII.2.1. Legal Registers

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

VII.2.2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out (number of visitors, times of the visits, premises visited, etc.).

VII.3. ACCESS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by the organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. PROTECTIONS

VIII.1. COLLECTIVE PROTECTION

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station

access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

This collective protection must be rigid, safely attached and must be installed with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. Its installation must be done with appropriate methodology and means. It must only be removed after all work has finished during dismantling. The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up. The stair cavities must be protected.

Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

The company must precise in a specification sheet, the anchorage points and the fasten system provided for the implementation of these equipment as well as their using methods.

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

- Work clothes
- Gloves adapted to the work
- Safety hard hats compliant with standards
- Safety shoes (reinforced toes + anti-perforation soles)
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Work Code).
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods. For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling.

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90).

Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code)

The companies may work at heights with scaffoldings or mobile platforms.

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guardrails and the stability props must be in place.

Article R 4323-77 – scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R 4323-59.

For mobile scaffolding, the wheels must be locked in position when the scaffolding is in use.
No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective. When scaffoldings used on worksites are brought or brought back into service, they must be examined as to their good condition and their conformity:

- Following any defect that has caused an accident or not;
- After any abnormal stress or incident that may have caused a disturbance;
- After dismantling, modification or replacement of one or more elements.

The dates and results of the examinations, as well as the names and positions of the persons carrying them out must be entered on the «safety register »

Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line:

Unauthorised connections on the existing power points in the halls will not be tolerated.

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

IX.4.2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 to 12

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

Safety and fire regulation (cont)

IX.5.2. Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc.) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc.), efficient protection means must be provided (Central vacuum, masks, glasses...).

Only water disc cutters will be allowed for cutting tiles, stones...

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.

Art. R 4412-70 of code of work

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use.

IX.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc.)

For any grinding or welding operation, a fire permit must be applied for from the organizer.

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the halls.

X. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc.

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

In case of accident precise:

- The hall
- The stand name
- The lane and the stand number

Number of people involved and injuries kinds

Le nombre de personnes impliquées et la nature des blessures

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

Reminder of the emergency phone numbers

EMERGENCY POST: displayed on site

GENERAL SURVEILLANCE POST : +33 (0)1 48 63 30 49

FIRE SAFETY : +33 (0)1 48 63 30 49

The emergency phone numbers are displayed at the Exhibitors Desk, in front of the Hall 5A.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document

At least 30 days before any assembly for main contracts

At least 8 days for work of short time and/or finishing work.

All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

ANSSI Regulations

(French information Systems Security Agency)

RIGHT TO PRIVACY AND CONFIDENTIALITY OF COMMUNICATIONS

Articles R.226-3 and R.226-7 of the French Penal Code make the manufacture, importation, exhibition, provision, hire, sale, acquisition or possession of equipment which may infringe the right to privacy or the confidentiality of correspondence subject to authorisation. Such authorisation is given by delegation of the Prime Minister by the General Director of the French Information Systems Security Agency (ANSSI).

The list of equipment concerned by these regulations was established by Order of the Prime Minister on 4 July 2012.

To obtain authorisation to exhibit, exhibitors concerned must provide COMEXPOSIUM SECURITY with a precise list of their equipment **before 30 July 2015**. For help with this procedure, which is compulsory for exhibitors concerned, please refer to the form provided.

This form must be accompanied by technical documentation detailing the technical specifications of the equipment as well as the original names and reference numbers of the products, together with any national designations.

Article 226-3 of the French Penal Code establishes a five-year prison sentence and a €300,000 fine for the intentional infringement, by any means whatsoever, of another person's right to privacy. Paragraph 2 of Article 226-15 provides the same penalties for the malicious interception, diversion, use or disclosure of correspondence issued, sent or received via telecommunications or for the installation of equipment designed to make such interceptions.

Under the terms of Article 226-3, the same penalties are also applicable to the promotion of equipment which may be used to commit the infringements provided for under Article 226-1 and under paragraph 2 of Article 226-15, where such promotion constitutes an incitement to commit such a breach.

It is therefore compulsory for all exhibitors concerned to obtain ministerial authorisation.

🔄 IMPORTANT: ANSSI Authorisation

If obtained, the ministerial authorisation only concerns the temporary importation and exhibition of the listed equipment, but not under any circumstances its use at the exhibition.

All sales, deliveries or demonstrations of equipment which may be used to infringe the right to privacy or the confidentiality of correspondence within the territory are prohibited within the framework of the exhibition.

War Equipment Exhibition Regulations

EQUIPMENT AUTHORISED AT THE EXHIBITION

By its very nature, the MILIPOL exhibition authorises its exhibitors to present, on their stands, the arms and components set out in Article L2331-1 of the French Code of Defence:

Category A: Military equipment and arms prohibited for acquisition or possession, subject to the provisions of Articles L. 312-1 to L. 312-4-3 of the Code of Internal Security. This category includes:

A1: arms and arms components prohibited for acquisition or possession;

A2: arms covered by the category of military equipment, equipment intended to carry or use firearms in combat, equipment providing protection against poison gas;

Category B: arms subject to authorisation for their acquisition or possession;

Category C: arms subject to declaration for their acquisition or possession;

Category D: arms subject to registration, and arms and equipment which may be freely acquired and possessed.

If presenting these types of products, exhibitors undertake to comply with the legal provisions governing them, as recapitulated in Articles L2331-1 to L2339-19 of the French Code of Defence.

MILIPOL hereby specifies that authorisation to present such equipment on the stand in no way constitutes administrative authorisation to carry or transport the said equipment outside the MILIPOL exhibition.

➡ Procedures for exhibiting such equipment

Such equipment:

- must in all cases be secured, by means of an uncuttable connection (of metal type) to a large, heavy object.
- must not under any circumstances be operational (removal of the firing pin, for example)

If the exhibitor does not have an overnight security service, they must store, in an armoured container, and for each arm exhibited, one of the safety parts required for its operation (the breech or cylinder for handguns, for example).

EQUIPMENT NOT PERMITTED TO BE SHOWN AT THE EXHIBITION

Live ammunition may not be presented at the exhibition.

When handling arms, exhibitors must use dummy or inert ammunition (pierced cartridge case, for example)

Arms subject to prohibition by the French Code of Defence are also prohibited from exhibition at MILIPOL:

Biological and toxin-based arms: Articles L2341-1 to L2341-2 and Articles L2341-3 to L2341-7

Chemical arms: Articles L2341-1 to L2341-2 and Sections 1 to 5

anti-personnel mines: Article L2343-1 to Article L2343-12

Cluster munitions: Article L2344-1 to Article L2344-11

All equipment and accessories prohibited by the Geneva Convention, particularly for the purposes of torture and inhumane or degrading treatment (manacles for the feet, for example)

The Organiser may not under any circumstances be held responsible if required to prohibit an exhibitor from presenting a product prohibited by the foregoing paragraph.



Formulaires



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The place to be

Refund of French TVA (VAT)

Following the entry into force in January 2011 of the VAT package for exhibition services, the applicable VAT regulations have changed. The French tax authorities now consider (Directive 3 A-2-11 of 28 March 2011) that stand hire services where the provision of an exhibition space is the primary element of the service are property-related services and therefore remain taxable in the location of the event.

Consequently, certain services, including some of those provided by the organiser of the exhibition, will continue to include a **French VAT** charge: rentals of bare stands, admission fees, parking, technical services (electricity, cleaning, etc.), catering charges.

Foreign companies, whether based in or outside the EU, **which are liable to VAT**, may under certain conditions obtain a VAT refund.

VAT is refunded on all types of costs, with the exception of the following expenses: accommodation (hotels, apartment rentals) for your company's staff and personal transport (taxis, car hire, petrol, trains, flights).

For any further information, please contact: TEVEA International, our partner for questions related to the payment of VAT refunds.

Important

Companies not belonging to the European Union have the obligation to appoint a French tax representative in order to apply for a tax refund.

Reply Form

Please return to: **TEVEA INTERNATIONAL** – Mrs. Antonella POLI
29-31 rue Saint Augustin – 75002 PARIS – France
Tel.: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23
E-mail: mail@tevea.fr
Internet : www.tevea-international.com
N° Siret : 331 270 280 00067

We participate at the following exhibition:

MILIPOL PARIS 2015 – from 17th November to 20th November 2015 – Paris Nord Villepinte

Please send us all information and documents concerning the VAT refund claim in following language:

☐ FRENCH

☐ ENGLISH

☐ DEUTSCH

☐ ITALIAN

☐ SPANISH

Company:

Address:

Postal-code: Town: Country:

Tel: Fax: Email:

Contact name: Date and signature:



FORM MANDATORY affidavit when using a service provider in France residing or established abroad (1/1)

Please return before **1th October 2015** to:

COMEXPOSIUM – François AMIEL
70, avenue du Général de Gaulle - 92058 PARIS LA DEFENSE Cedex - FRANCE

MILIPOL PARIS 2015

Exhibitor no. X X X X X X X

Location reference

Company name:
Case manager:
Address:
Postcode: Town/City:
Country:
Tel: : Fax:
Mobile:
E-mail:

X Stand no.: Pavilion:

IMPORTANT: SWORN AFFIDAVIT

I the undersigned
Acting as:
For:
Located at:
Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in.....,
on

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved].

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider (1/2)

Please return¹⁾ before **1st October 2015** to:

in French, by fax or electronic transmission

DIRECCTE – Inspection du travail – Section 14

Monsieur Mohamed CHEKROUNI

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93.inspection-section14@direccte.gouv.fr

MILIPOL PARIS 2015

EXHIBITOR

Company name: Address:

Contact :

Tel.: Fax: Postcode: Town/City:

E-mail: Country:

➡ **IMPORTANT: the Secondment Statement must be submitted regardless of the seconded foreign employee's nationality**

1 - Service Provider (employer)

Name or Company Name			
Full foreign address			
Telephone		Fax or e-mail	
Legal Form			
Employer inscription or registration in the country of establishment	Register		
	References		
Corporate director's(s') identity			

2 - Service Provider's representative in France (identity of the representative for the duration of the service)

Last Name			
Address			
Telephone		Fax or e-mail	

3 - Service Provider's Principal

Name or Company Name			
Address			

4 - Service in France

Core activity performed			
Address(es) (work site, firm)			
Start Date		Expected Date	
Use of dangerous equipment or processes	NO	YES, please specify	
Workday start time ⁽²⁾			
Workday end time ⁽²⁾			
Number of rest days per week ⁽²⁾			

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider (2/2)

5 - Seconded Employees⁽³⁾ (list may be continued on a separate sheet if necessary)

No.	Last Name	First Name	Date of Birth	Nationality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No.	Employment Contract Date in Country of Origin ⁽⁴⁾	Professional Qualification	Job held in France	Gross monthly salary in France (€) ⁽⁵⁾
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Collective Accommodations / Address	
-------------------------------------	--

Mandatory Corporate Seal:

Date:

Filer Signature:

⁽¹⁾ An employer who has not filed a statement with the Labour Inspectorate may be subject to a fine provided for third class misdemeanours.

⁽²⁾ In France, at least one day of rest per week must be granted (a week being understood as from Monday at midnight until Sunday at 11:59 p.m.). The maximum working week is 48 hours per week and 10 hours per day. There is a break between the start and end of work each day and a break is mandatory after 6 hours of effective continuous work.

⁽³⁾ The employer must specify the identity of all employees to be seconded in France, whether they are European Union nationals or from a non-EU country

⁽⁴⁾ Seconded workers in France must be employed before secondment.

⁽⁵⁾ Please remember that the minimum hourly rate is €9.53 gross per hour as of 1 January 2015

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees (1/2)

Form to be completed and returned before 1st October 2015 to:

with the items and tables attached in French, by registered letter

DIRECCTE – Inspection du travail – Section 14

Monsieur Mohamed CHEKROUNI

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93.inspection-section14@direccte.gouv.fr

MILIPOL PARIS 2015

Exhibitor

Company name:

Contact:

Address 1:

Address 2:

Postcode: Town/City:

Country:

Tel.: Fax:

Tel.: Professional (mobile preferably):

E-mail:

This procedure is not applicable to employees who are European Union or European Economic Area (EEA) nationals, or to foreign – non-EU citizen – employees who are legally employed by a firm established in the EU, as the latter are not subject to a work permit.

The exempt countries are as follows:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxemburg, Malta, The Netherlands, Portugal, United Kingdom, Sweden, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Romania, Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco, and San Marino.

EMPLOYER'S HANDWRITTEN REQUEST

Or, where appropriate, by a person established in France duly authorized to perform administrative procedures in his name and on his behalf presenting the reasons for the secondment and the type of jobs performed in France by the seconded employee(s).

ITEMS TO ATTACH, DRAFTED IN FRENCH

1. One copy of CERFA [French Administrative Form Registration and Revision Centre] form no.13647*01 "Request for a Work Permit for a Seconded Employee (excluding intra-group mobility)" duly completed (it may be downloaded from www.immigration.gouv.fr); do not attach appendices 1, 2, or 3 listed by the document.
2. A letter signed by the seconded employee, stating that he agrees to leave France when his job is complete.
3. A copy of the seconded employee's passport (identification and validity pages).
4. A secondment certificate in the employee's name or a sworn affidavit regarding an application for registration with the French Social Security (in the second case, Social Security registration shall be established through the Bas Rhin URSSAF [Social Security Contribution Collection Office] located at 16 rue Contades, 67307 Schiltigheim Cedex
Tel.: +Fax: +33 (0)369323008
33 (0)1 70 96 13 00 e-mail: cnfe.strasbourg@urssaf.fr
Website: www.strasbourg.urssaf.fr
5. If a third party is authorized by the employer established abroad to submit the work permit request to the administration, the original of the employer's letter authorizing this person; the authorized person must be capable of providing the requested information and documents.

Mandatory Corporate Seal

Date:

Filer Signature:

For a secondment lasting less than three months for foreign employees (2/2)

no.	Last Name	First name	Gender	Date of Birth	Nationality
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

no.	Expiration Date	Service Start Date	Service End Date	Remuneration ⁽¹⁾	Social Security Secondment ⁽²⁾	
1					YES	NO
2					YES	NO
3					YES	NO
4					YES	NO
5					YES	NO
6					YES	NO
7					YES	NO
8					YES	NO
9					YES	NO
10					YES	NO

(1) Gross monthly wage or hourly wage if the secondment is less than one month (in euros). Please note the minimum hourly rate is **€ 9.53 as of January 1st, 2015**

(2) Circle the appropriate wording.



COMEXPOSIUM SECURITY

70 avenue du Général de Gaulle

F-92058 Paris La Défense Cedex

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Fax : +33 (0)1 76 77 12 12

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